Item 1.0 ATTENDANCE

Present:  
Associate Professor Keithia Wilson  
Ms Heather Cameron  
Professor Dan Funk  
Dr Jock Macleod  
Dr Ann McDonnell  
Ms Dianne Selzer  

Apologies:  
Dr Janis Bailey  
Professor Joy Cumming  
Mr Sam Di Mauro  
Ms Hilarie Dunn  
Ms Christine Grimmer  
Dr Ricardo Simeoni  
Professor Sue Spence  

Secretary; Ms Rae-Anne Locke

At the scheduled meeting time, a quorum of the committee was not present. In accordance with Section 7.0 of Council Meeting Procedures (03/0638), the Vice Chancellor determined that the matters before the committee required immediate decision and gave permission for the meeting to proceed.

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<tr>
<td>2.0</td>
<td>CONFIRMATION OF ACTION SHEET</td>
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<tr>
<td>Action</td>
<td>Action sheet accepted as a true and accurate record of the Committee’s 5/2008 meeting. Moved Dianne Selzer, seconded Dan Funk.</td>
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<tr>
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| Description | The Chair reported:  
| o | Mr Marcus Waters, the Co-Chair. had resigned from this position and the Working Party due to work and study commitments;  
| o | Short listing had begun for the project officer;  
| o | A meeting had been held with Uncle Graham Dillon and Professor Sue Spence, co-chairs of the ATSI Curriculum Development and Implementation Advisory Group;  
| o | Work was underway under the auspices of the Deputy Vice Chancellor (Academic) for a distinctive ATSI presence on the University’s website, with co-ordination of this project undertaken by Ms Gillian Collom;  
| o | The term “First Nations” was being considered by the ATSI Advisory Committee in preference to Indigenous or Aboriginal and Torres Strait Islander.  
| 3.1.2 Graduate Attributes Working Party |
The Secretary reported that Professor Ian O’Connor had attending the last meeting of this Working Party to discuss his vision for graduate attributes in the University and how this tied in with the University’s new marketing campaign. Professor O’Connor advised that the AUQA panel had highlighted graduate attributes as a priority for the University and that the Working Party should focus on attributes that are distinctive to Griffith.

**Action**
Nil.

**Item No. 4.0**
**REPORTS FROM SUB-COMMITTEES**

**Item No 4.1**
**SPORTS SCHOLARSHIP COMMITTEE**

Professor Dan Funk reported that he had attended his first meeting of the Sports Scholarship Committee. Other discussion is reported under agenda item 5.0.

**Action**
Noted.

**Item No. 4.2**
**EXCELLENCE EXPO COMMITTEE**

No meeting to report.

**Action**
Noted.

**Item No. 5.0**
**SPORTS EXCELLENCE POLICY AND CONDITIONS**

The Chair of the Sports Scholarship Committee, Professor Dan Funk reported the Committee had reviewed the Sports Excellence Scholarship Policy (Document number 2008/0022020) and Sports Excellence Scholarship Conditions for 2009 (Document Number 2008/0022021) to ensure the policies, regulations and processes of the sports scholarships were aligned with other Griffith student scholarships.

The Sports Excellence Committee recommended:

- The Sports Development Scholarships be discontinued and the funds absorbed into Sports Excellence Scholarships. This would allow for more Sports scholarships paid at a higher rate. Existing Sports development recipients will continue to be paid under the existing policy until their Scholarship entitlements are fulfilled.
- Pro-rata ruling discontinued. Existing sports scholarship recipients will be paid based on their academic work load. Full time load will receive full payment. Part time load will receive half payment, no longer paid on a credit point enrolled basis.
- Consideration will be given to a Postgraduate Sports applicant. Allocation of budget would allow for the additional Scholarship focussing on an athlete undertaking a postgraduate program.
- Cash payment option to be discontinued and replaced by HECS waiver, up to the value of $2,500 per semester (total value of Scholarships $20,000 each).
- The addition of a staff member from External Relations and a former Griffith Sports Alumnus to be added to the Committee’s membership.

Members raised concerns that the removal of the cash payment would place financial pressure on sports scholarship students, who incurred additional costs in training and were often unable to earn income through regular part-time work like other students.

Members also noted the postgraduate option needed further consideration as there is no HECS liability.

The Educational Excellence Committee approved the revised policy and conditions, subject to the Sports Excellence Scholarship Committee revisiting the discontinuation of the cash payment option.

Members thanked Professor Funk and the Sports Excellence Scholarship Committee for their work.

**Action**
Professor Funk to consult Sports Excellence Scholarship Committee regarding cash payment option
and revise policy and conditions as necessary, before returning documents to Secretary for forwarding to Learning and Teaching Committee for approval.

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<tr>
<td>6.0</td>
<td>PROMOTING EXCELLENCE INITIATIVE (PEI)</td>
<td>The Chair to speak to Professor Spence to action data collection on First Year Advisors.</td>
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<td><strong>Description</strong></td>
<td>The Chair reported the PEI project group had met to discuss the means to develop networks and support processes at the local level. PEI funding enables teaching relief for local scholarly network leaders at the rate of one academic staff member per Group/Faculty for 12 months for 1 day per month. The Committee discussed the workload allocations for First Year Advisors and identified the need to collate cross-University data on First Year Advisors including names, gender, employment level, tenure status, evidence of improvements as a result of the First Year Advisor role.</td>
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<tr>
<td><strong>Actions</strong></td>
<td>The Chair to speak to Professor Spence to action data collection on First Year Advisors.</td>
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<td>7.0</td>
<td>GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET)</td>
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<td><strong>Description</strong></td>
<td>The Committee approved the GAET selection panel guidelines tabled by the Secretary at the meeting. As each member is an EEC representative on GAET panels, the Chair requested members assume the role of quality assurance advocate, bring back to EEC suggestions for changes to the guidelines and process and recommendations for applicants for future ALTC awards and citations. At the 5/2008 meeting, Dr Bailey reported that the Dean (Learning and Teaching), from the Business Group had written to all academic staff in the top 25% of SET and SEC results to encourage them to apply for awards and followed this up again a month after the original letter. Dr McDonnell reported the Dean (Learning and Teaching), SEET Group also did this. Members agreed that it may be useful for EEC to follow up on these letters, offering mentoring and support. The Secretary reported some students and academics had suggested the nomination process be anonymous or confidential as the current process of students getting the nominated teacher’s signature on the form could be seen to be putting pressure on academics for better marks. The Committee agreed this should be looked at in the annual review of the GAET guidelines and process. The Committee discussed the possibility of EEC developing a framework for a career in learning and teaching that served several purposes, including mapping people’s career stages and their trajectory and the evidence they need to marshal to help achieve the desired outcome; identifying elements of the framework, stakeholders and roles, current activities that are being undertaken by groups such as the PEI team and EEC. The framework could also serve as a meta-map to explicitly link EEC foci and activities and identify gaps and areas for future focus.</td>
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<td><strong>Actions</strong></td>
<td>1. Dr McDonnell and Dr Bailey to send copies of Dean’s letter to the Chair to take to the next Dean’s Forum. 2. Secretary to prepare draft paper for next meeting to discuss framework/meta-map.</td>
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<td>8.0</td>
<td>ALTC</td>
<td>Noted.</td>
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<td><strong>Description</strong></td>
<td>Deferred to next meeting</td>
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<td>9.0</td>
<td>STRATEGIC USE OF AWARD WINNERS</td>
<td>Noted.</td>
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<td><strong>Description</strong></td>
<td>Deferred to next meeting</td>
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<tr>
<td><strong>Actions</strong></td>
<td>Noted.</td>
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10.0 Description
Ms Cameron advised the Committee that while the CV template doesn’t provide scope for expanding on learning and teaching. However, the checklist for promotion enables staff to include things that weren’t included on the CV. The Committee recommended the indicators of teaching success in both be expanded and updated to mirror the research indicators as appropriate.

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

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<thead>
<tr>
<th>Item 12.0</th>
<th>Other Business</th>
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<tbody>
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<td>Description</td>
<td>Nil</td>
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<tr>
<td>Action</td>
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| Item 13.0 | NEXT MEETING: 10.00am on Monday 22 September videoconferenced between Room 2.06 Bray Centre (N54), Nathan campus and Room 1.04 Chancellery (G34), Gold Coast campus. |

Confirmation of minutes_________________________________ Date: __________________