A meeting of the Educational Excellence Committee was held at 10.00am on Monday 3rd August between Room 2.06 Bray Centre (N54), Nathan campus and Room 1.04 Chancellery (G34), Gold Coast campus

**Item 1.0 WELCOME AND ACKNOWLEDGEMENT TO COUNTRY**

**Description**
The Chair welcomed members and acknowledged the traditional owners on which the meeting was held.

**Item 2.0 ATTENDANCE**

**Present:**
- Associate Professor Keithia Wilson
- Mr Kevin Ashford-Rowe
- Associate Professor Rod Barrett
- Dr Steve Drew
- Ms Christine Grimmer
- Dr Saras Henderson
- Professor Kerri-Lee Krause
- Dr Jock Macleod
- Dr Ann McDonnell
- Dr Peter Woods
- Secretary: Ms Rae-Anne Locke

**Apologies:**
- Dr Janis Bailey
- Ms Heather Cameron
- Mr Sam Di Mauro
- Ms Sigrid Ryan
- Professor Parlo Singh

The Chair advised Professor Parlo Singh has indicated she was only able to attend EEC meetings that directly related to research higher degree matters. The Committee suggested that Professor Singh be asked if she would like to send a nominee.

The Committee congratulated Dr Ann McDonnell on her appointment as Deputy Head of School, Learning and Teaching and Dr Steve Drew on his part-time Fellowship to GIHE.

**Action:** Secretary to contact Professor Singh regarding nominee.

**CONTENTS**

**Item 3.0 CONFIRMATION OF ACTION SHEET**

**Action**
The action sheet accepted as a true and accurate record of the Committee’s 3/2009 meeting. Confirmed Kevin Ashford-Rowe, seconded Steve Drew.

**Item 4.0 CHAIRPERSON’S REPORT**

**Description**
The Chair reported:


An expression of interest had been invited to full application stage by the Australian Learning and Teaching Council. This grant sought funding to facilitate the project’s curriculum development process. Three other proposals with an Indigenous focus had been unsuccessful across the ALTC grants this year. A Reference Group meeting was held last week, which endorsed the progress and activities of the Working Party.
4.2 OUA Student Evaluations
At the 3/2009 meeting, members queried the availability of student evaluations for OUA courses. Three documents were distributed to the Committee – 1) a description of OUA evaluation processes; 2) a sample student survey; and 3) a sample statistical analysis report. The Chair reported that the issue will be monitored by the University’s OUA liaison, Professor Sally Borbasi.

Professor Krause reported that the SET and SEC Working Party would co-ordinate with OUA regarding evaluations and the possible inclusion of a statement in the OUA course outline that advised students about the surveys.

4.3 Other Business
The Deans (Learning and Teaching) had requested a certificate be developed to be used with their Commendations scheme. The Secretary advised one was currently being developed in conjunction with FLAS and the Deans.

Action
Professor Krause to follow up with Professor Borbasi regarding OUA evaluations

Item 5.0 ALTC STANDING ITEM UPDATE

Description 5.1 Awards - Members noted the University had received nine Citations for Outstanding Contributions to Student Learning, placing equal first place with the University of Melbourne. The Committee acknowledged the quality and extent of the support that was necessary to achieve such outcomes.

Professor Krause reported that discussions were being held with the Vice Chancellor and Deputy Vice Chancellor (Academic) regarding the resources that are needed to sustain these achievements. GIHE had experienced a dramatic increase in demand for peer review of Faculty Learning and Teaching Citations and Griffith Awards for Excellence in Teaching. As PEI Initiative funded position of Learning and Teaching Development Officer finishes in May 2010, sustainability of this work is in question.

The Committee noted the Institutional Strategy developed for awards and grants proposed working through 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 and recommended this item be placed on the next meeting agenda for further discussion. Dr McDonnell reported the School of Biomolecular and Physical Sciences had initiated a process of ALTC and GAET winners working with Faculty Learning and Teaching Citation applicants to build capacity.

5.2 Grants - The Chair reported the University had submitted 13 applications for ALTC grants, with one full proposal funded and two expressions of interest invited to proceed to a full application. 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:

- 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.

Actions
1. Ms Grimmer and Secretary to place processes for mentoring through Faculties on the agenda under the PEI Standing Item for the next meeting.
2. Secretary to place process for assisting applicants whose grants were unsupported in the recent ALTC round on the agenda for the next meeting.
**Item 6.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING REVIEW PROCESS FOR REPORTS**

**Description**

The Committee discussed the draft report review process and three revised proformas – one for progress reports, one for end of year one reports for two year grants and one for final reports, making the following recommendations:

**Progress Report** –
- Rename to six month progress report
- Add a space for a summary of feedback from the review committee
- Add “Please specify” to the “Endorsed with recommendations”
- Add “Reasons” to the “Not endorsed”

**End of Year 1 report** –
- Add a space for a summary of feedback from the review committee
- Add “Please specify” to the “Endorsed with recommendations”
- Add “Reasons” to the “Not endorsed”
- Add “How has the Committee feedback from the last report been addressed?”
- “Feedback from previous project reports” (should be singular)

**Final report** –
- Add a space for a summary of feedback from the review committee
- Add “Please specify” to the “Endorsed with recommendations”
- Add “Reasons” to the “Not endorsed”
- Add “How has the Committee feedback from the last report been addressed?”
- “Feedback from previous project reports” (should be report/s)
- Project impact – School, Faculty, Group, Institution
- Other impact – profession/sector
- Add section on types of dissemination that was in the pilot proforma
- Indicate parts of the form which are not relevant to level four grants

The Committee recommended a further proforma be developed for an 18 month report, which would be modelled on the End of Year 1 report proforma, minus the budget report. The “project Impact” section should be strengthened “What is the evidence of the impact of your project?”

Members agreed that the final report proforma was usable for level 3 and 4 grants, with a change to dissemination – “Ways the project outcomes have or will be shared within the School, Faculty or across the University”.

Members suggested the final proforma could also be used to collect feedback about the report review process and grants scheme. To ensure all grant holder and review committee information relating to reports be provided in the one place, members recommended progressively amalgamating the proformas.

The Committee discussed linking the funding of future grant applications to the outcomes of current or previous grants and recommended adding a question to the expression of interest or application form that solicits information on the outcomes of other grants.

The Committee resolved to recommend to the Learning and Teaching Committee that the review process and proformas for Griffith Grants for Learning and Teaching reports be endorsed.

**Actions**

Secretary to revise proformas and forward to Secretary of Learning and Teaching Committee

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**Item 7.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) STANDING ITEM**

**Description**

7.1 The Committee noted statistics for the number of nominations per category for the awards.

7.2 The Committee discussed strategies for identifying and recruiting applications for Programs that Enhance Learning Awards, including those from general staff areas including:
- Targeting programs that could progress to ALTC awards and citations
- The Blended Learning Advisors
- Deans (Learning and Teaching)
- Heads of Schools
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| Item 8.0 | PROMOTING EXCELLENCE INITIATIVE STANDING ITEM | Ms Grimmer reported:  
- The Learning and Teaching Development Officer was preparing a written report which would be distributed at a future EEC meeting  
- The project was entering into phase two, which involved building capacity through the development of local sustainable scholarly networks  
- GIHE had an increased demand for peer review of applications, which had resulted in better quality applications | Noted. |
| Item 9.0 | STRATEGIC USE OF AWARD WINNERS AND DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS | Deferred to next meeting. | Noted. |
| Item 10.0 | STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE | Deferred to next meeting. | Noted. |
| Item 11.0 | OTHER BUSINESS | Nil. | Noted. |
| Item 12.0 | NEXT MEETING | 10.00am to 12.30pm on Monday 21st September in Room 4.08_L07, Logan campus. | Noted. |

Confirmation of minutes_________________________________ Date: __________________