A meeting of the Educational Excellence Committee was held at 10.00am on Monday 7th December in Room 2.02, the 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:**
- Professor Keithia Wilson
- Professor Kerri-Lee Krause
- Dr Kevin Ashford-Rowe
- Ms Sigrid Ryan
- Dr Janis Bailey
- Dr Peter Woods
- Associate Professor Rod Barrett
- Ms Heather Cameron
- Mr Sam Di Mauro
- Dr Steve Drew
- Ms Christine Grimmer
- Dr Saras Henderson
- Dr Ann McDonnell
- Professor Parlo Singh
- Secretary: Ms Rae-Anne Locke

**Action:** Noted.

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### Item 3.0
**CONFIRMATION OF ACTION SHEET**

**Action**
The action sheet was accepted as a true and accurate record of the Committee's 6/2009 meeting.

### Item 4.0
**CHAIRPERSON’S REPORT**

**Description**
The Chair reported:

4.1 ALTC Fellowships Program Update
The Chair had been invited to attend an ALTC Fellowship Forum. Up to 40 potential applicants had been invited on the basis of a draft proposal, to build capacity in the sector. ALTC noted the concentration of outcomes in South East Queensland and signalled a possible re-profiling across Australia. The Chair will discuss this with the DVC (Academic) and Dean (Student Outcomes)/Director GIHE.

The Working Party had requested a six month delay to the start of this project, now commencing July 1 2010. Discussions were taking place with Indigenous academics...
regarding what needs to be in place for the project to proceed.

4.3 Other Business
Ms Grimmer reported that that GIHE had been successful in its bid to host the 2011 HERDSA conference and would like EEC input into this conference. The Committee congratulated GIHE on this achievement.

Actions Nil.

Item 5.0   GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) STANDING ITEM

Description Research Supervision category

The Dean, Griffith Graduate Research School tabled suggestions for a redrafted Research Supervision category and selection criteria.

The Committee discussed options including:

- Two separate awards:
  - The first award to be for “Contributions to Research Supervision”
  - The second award for “Leadership in Research Supervision”

- The purpose of the second award was to attract more experienced supervisors and to recruit applicants for an Australian Learning and Teaching Council Citation for Outstanding Contributions to Student Learning

- Keep the existing criteria for the first award

- Suggestions for criteria for the second award:
  1. Supervision of Research Higher Degree Students
     a. The extent and range of supervision activity
     b. The provision of regular feedback on progress, and guidance planning and undertaking the research process
     c. The promotion of a climate of intellectual rigour to promote research work of sound standing and the development of skilled, knowledgeable and ethical researchers
     d. The development of a climate of intellectual engagement with a broad scholarly community

  2. Scholarship and Leadership in Supervision
     a. Systematic and scholarly approach to professional development of supervisory academic practice and skills, as evidenced in contributions to scholarship in research training and supervision
     b. Leadership in enhancing supervisory policy and/or practice beyond the school (e.g., across the faculty, university or across a disciplinary community)

- Members suggested applicants could be permitted to apply for either or both criteria 1 and 2

- Consider lowering the eligibility stipulation of five completions in the first award and raising the eligibility to a minimum of five RHD completions in the second award

- Nomination for both awards should be through the regular nomination process, in addition to active recruitment of applicants for the second award

- Active recruitment for this second award should come from the Dean, Griffith Graduate Research School, Deans (Research), PhD Convenors, Heads of School and academic performance reviews

- An emphasis on innovation in supervision practice

- To what extent can the guidelines accommodate disciplinary differences?

The Committee agreed that this item would return to the next EEC meeting and should be reviewed in line with the Research Awards guidelines and criteria.

Actions
1. Secretary to forward Research Awards guidelines and criteria to members.
2. Secretary to keep on the agenda for the next meeting.

Item 6.0   GRIFFITH BUSINESS SCHOOL TEACHING COMMUNITY OF PRACTICE (TCOP)

Description Dr Bailey spoke to the report on 2009 TCOP activities. Ideas for 2010 events and improvements to the way the TCOP operates were being collected. The TCOP had also initiated a research project on how the TCOP impacts on learning and teaching.
The Committee recommended a small working group be formed to develop guiding principles for learning and teaching communities of practice. Dr Bailey, Ms Grimmer, Dr Drew and Dr McDonnell agreed to be on this working group.

The Committee thanked Dr Bailey for the report and congratulated the TCOP on its success in 2009.

| Action | Nil. |

### Item 7.0 STRATEGIC USE OF AWARD WINNERS AND DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS/STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE

**Description**

The Chair reported that the role of the EEC in investigating the establishment of an academy or college of excellence/distinguished scholars at Griffith was to identify issues and possible models for consideration and make recommendations to the DVC (Academic), Dean (Student Outcomes) / Director GIHE and Deans/Deputy Deans (Learning and Teaching).

Members discussed the purpose and value of such an academy including:
- Supporting Deans/Deputy Deans (Learning and Teaching) to embed PEI strategies, build capacity and engagement with awards, grants and fellowships
- Mentor staff to develop institutional and ALTC award and grant applications
- Act as a consultative or advisory group on strategic initiatives in learning and teaching
- Inform the development of the Celebrating Teaching program
- Form a “think tank” of innovative thinking
- Marketing and making more visible ALTC award winners

Members agreed that the academy needed a unique purpose to complement existing learning and teaching governance structures and should not require significant support resources. The Chair agreed to draft a description of the academy to bring back to the 1/2010 meeting of the EEC.

| Action | The Chair to draft a description of the academy to bring back to the 1/2010 meeting. |

### Item 8.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

**Description**

Ms Grimmer reported that the Learning and Teaching Development Officer position would finish on May 1st 2010. The current focus of the project was on collaborating with the Deans/Deputy Deans (Learning and Teaching) to establish local scholarly networks, with a particular emphasis on mentoring applicants around awards and grants.

Members discussed the Deans/Deputy Deans proposals for the networks. The PEI was also involved in the ongoing development of resources and mentoring eight applications for ALTC grants.

Ms Grimmer also reported that the Queensland PEI Network had prepared a submission to the ALTC, to query its intentions to provide infrastructure, to ensure continued and productive engagement with ALTC.

| Action | Noted. |

### Item 9.0 FACULTY LEARNING AND TEACHING CITATIONS

**Description**

The Committee **resolved to recommend** to the Learning and Teaching Committee that the revised Faculty Learning and Teaching Committee Guidelines (2009/0003509) be approved.

| Action | Secretary to forward revised Faculty Learning and Teaching Citation guidelines to the Secretary of the Learning and Teaching Committee. |

### Item 10.0 ALTC STANDING ITEM UPDATE

**Description**

10. 1 Grants – incentive funds

<p>| Action | This item was deferred to the next EEC meeting. |</p>
<table>
<thead>
<tr>
<th>Item 11.0</th>
<th>OTHER BUSINESS</th>
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<td><strong>Description</strong></td>
<td>Dr Henderson queried if there was a repository of learning and teaching research projects. Members recommended consulting the ALTC Exchange and the University’s learning and teaching website (see Award and grants\Recognising Griffith excellence\Griffith Grants for Learning and Teaching) for information on funded grants.</td>
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<td><strong>Action</strong></td>
<td>Noted.</td>
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<tr>
<th>Item 12.0</th>
<th>CELEBRATING TEACHING EXCELLENCE WEEK</th>
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<tr>
<td><strong>Description</strong></td>
<td>Ms Grimmer and the Secretary tabled a report on the 2009 Celebrating Teaching Excellence Week. Feedback may be forwarded to the Secretary.</td>
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<td><strong>Action</strong></td>
<td>Noted.</td>
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<thead>
<tr>
<th>Item 13.0</th>
<th>GRIFFITH GRANTS FOR LEARNING AND TEACHING STANDING ITEM</th>
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<tr>
<td><strong>Description</strong></td>
<td>Committees are still undertaking their review of full proposals for all levels of Griffith Grants for Learning and Teaching.</td>
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<td><strong>Action</strong></td>
<td>Noted.</td>
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<th>Item 14.0</th>
<th>NEXT MEETING</th>
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<tr>
<td><strong>Description</strong></td>
<td>10.00am Monday 22nd February, videoconferenced between N54_206 and G34_10.4.</td>
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<td><strong>Action</strong></td>
<td>Noted.</td>
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Confirmation of minutes_________________________________  Date: __________________