A meeting of the Educational Excellence Committee was held at 10.00am on Monday 9 February 2009 in Room 7.16 Webb Centre (S02), South Bank campus

<table>
<thead>
<tr>
<th>Item 1.0</th>
<th>TRADITIONAL WELCOME TO COUNTRY AND TO NEW MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Members acknowledged the traditional owners of the land on which the meeting was held.</td>
</tr>
<tr>
<td></td>
<td>The Chair welcomed the following new members to the Committee: Associate Professor Rod Barrett, Dr Steve Drew, Dr Saras Henderson, Dr Peter Woods and in their absence - Professor Parlo Singh and Ms Sigrid Ryan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 2.0</th>
<th>ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present:</td>
<td>Apologies:</td>
</tr>
<tr>
<td>Associate Professor Keithia Wilson</td>
<td>Mr Kevin Ashford-Rowe</td>
</tr>
<tr>
<td>Dr Janis Bailey</td>
<td>Ms Hilarie Dunn</td>
</tr>
<tr>
<td>Associate Professor Rod Barrett</td>
<td>Dr Jock Macleod</td>
</tr>
<tr>
<td>Ms Heather Cameron</td>
<td>Dr Ann McDonnell</td>
</tr>
<tr>
<td>Mr Sam Di Mauro</td>
<td>Ms Sigrid Ryan</td>
</tr>
<tr>
<td>Dr Steve Drew</td>
<td>Professor Parlo Singh</td>
</tr>
<tr>
<td>Ms Christine Grimmer</td>
<td>Professor Sue Spence</td>
</tr>
<tr>
<td>Dr Saras Henderson</td>
<td></td>
</tr>
<tr>
<td>Dr Peter Woods</td>
<td></td>
</tr>
<tr>
<td>Secretary: Ms Rae-Anne Locke</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 3.0</th>
<th>CONFIRMATION OF ACTION SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>The action sheet accepted as a true and accurate record of the Committee’s 9/2008 meeting. Confirmed Chris Grimmer, seconded Sam Di Mauro</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 4.0</th>
<th>CHAIRPERSON’S REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>4.1 Feedback from Learning and Teaching Committee. The Chair reported that:</td>
</tr>
<tr>
<td></td>
<td>4.1.1 The revised EEC Constitution had been approved.</td>
</tr>
<tr>
<td></td>
<td>4.1.2 At the 8/2008 meeting, the Committee considered two confidential documents: The Report of the Working Party on the Diversity of Academic Roles from the University of Queensland and a draft Academic Promotion Policy from Macquarie University. EEC moved a recommendation to the December meeting of Learning and Teaching Committee to recommend to the Deputy Chancellor (Academic) that a similar Griffith document is developed for the purposes of staff development and promotion. This recommendation was approved and a Working Party had been formed. Membership of the Working Party includes Keithia as Chair of EEC, the PVC (Quality &amp; Student...</td>
</tr>
</tbody>
</table>
Outcomes) a HRM representative and others to be determined.

4.1.3 The revised *Faculty Learning and Teaching Citations Guidelines* were approved.

4.2 The Committee noted the successful recipients of the 2008 Griffith Grants for Learning and Teaching.

4.3 ATSI Inclusive Curriculum Development and Implementation Working Party and Reference Group Update


### Actions

1. Secretary to send Macquarie and UQ documents to new members.
2. Secretary to send Faculty Learning and Teaching Citations Guidelines to all members.
3. Chris Grimmer to circulate SOLT COP meeting notes to EEC members and table the meeting notes as an agenda item.
4. The Chair to email the PVC (Quality & Student Outcomes) to raise concerns about accessibility of the ATSI: First Peoples website.

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

**Description**

The Committee considered the revised *Griffith Awards for Excellence in Teaching Guidelines* (2009/0018264) and suggested the following minor edits:

- 4.2.1 – add a sentence “Aspects of the criteria may overlap”
- 3.0 last dot point – remove word “perceived”
- 3.0 – second last dot point – fix typo – should read University’s
- 4.2.1 (3) evidence section, first dot point, change last sentence to – … forms of feedback, both negative and positive, have been used to enhance….
- 4.2 dot point 5 - change to two only referee’s reports

A summary of major changes follows:

- The renaming the *Cultural Diversity Award* to the *Cultural Inclusiveness Award* and the expanded description;
- Collapsing the two supervision awards into a single Research Supervision Award;
- Modifying the evidentiary requirements:
  - to a minimum of three semesters SET or SEC in lieu of SET, where the teacher was the principle teacher;
  - to three years maximum;
  - no qualitative data or other forms of evidence to be included as an appendix;
- The expanded description of the *Practice Overview*.

The Secretary outlined a proposed nomination process for 2009 as follows:

- All nominations will be made using an online from available on the learning and teaching website
- Staff and students who are nominating a teacher will be given the option of their name being withheld to ensure their confidentiality
- The Secretariat will advise the teacher that they have been nominated, citing the category and reasons for nomination
- Nominations will no longer need to be endorsed by the Head of School at the point of nomination as the reference will serve as a form of endorsement at the point of application. This will reduce Secretariat workloads.

Members accepted this proposed nomination process.

The Committee **resolved to** recommend to the Learning and Teaching Committee that subject to the revisions outlined, the revised *Griffith Awards for Excellence in Teaching Guidelines* (2009/0018264) be approved.
**Actions**

1. Chair and Secretary to amend guidelines.
2. Secretary to forward the Committee's recommendation to the Learning and Teaching Committee.

---

**Item 6.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM**

**Description**

Ms Christine Grimmer provided an update to the Committee and a progress report in relation to project objectives and time frames. Ms Grimmer sought input from the Committee on proposed plans to involve Group & Faculty staff in 2009. The original strategy was to indentify one champion in each Group in conjunction with the Deans (Learning and Teaching), who would receive some teaching buyout. The champions would assist staff to engage with grants and awards. Members suggestions included using learning and teaching committees (including the use of standing items), local COPs, school meetings, with EEC members serving as ambassadors to learning and teaching.

**Action**

Members to email Ms Grimmer with further suggestions.

---

**Item 7.0 GRIFFITH PRINCIPLES FOR LEARNING AND TEACHING**

**Description**

An implementation strategy for the Principles to Promote Good Learning and Teaching Practices at Griffith University is currently being developed by GIHE, and Professor Kerri-Lee Krause, the Director of GIHE requested EEC input into the strategy development, with members recommending the principles be linked to the Griffith signature experiences.

**Actions**

1. Dr Henderson to provide an update to the Committee on the Health Group’s curriculum workshop.
2. Members to email Professor Krause with suggestions.

---

**Item 8.0 ALTC STANDING ITEM**

**Description**

The Secretary distributed a comparative analysis of Griffith’s performance in ALTC awards, Fellowships and Grants in 2008. The Committee noted Griffith ranked third nationally in funds received for grants and Griffith ranked equal 4th place in citations and awards, in addition to being only eight universities to be awarded a Fellowship.

The Chair reported that Griffith had submitted three Competitive Grants (1 EOI and 2 full proposals) for 2009.

**Action**

Noted.

---

**Item 9.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING REVIEW OF REPORTS**

**Description**

Deferred to next meeting.

**Action**

Noted.

---

**Item 10.0 STRATEGIC USE OF AWARD WINNERS AND DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS**

**Description**

Deferred to next meeting.

**Action**

Noted.

---

**Item 11.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE**

**Description**

Deferred to next meeting.

**Action**

Noted.

---

**Item 12.0 VICE CHANCELLOR’S TEACHING BURSARIES**

**Description**

Bursaries are available to provide financial support for staff enrolled in Griffith Institute for Higher Education (GIHE) programs. Teaching Bursaries are for the specific purpose of providing teaching relief during the course of study and are paid to the appropriate School at the end of the semester.

GIHE has recently introduced a more diversified Masters in response to feedback from staff and to more comprehensively support the university’s goal to promote leadership in learning and teaching. In addition to the RHD Master of Higher Education, the GIHE has now introduced a Masters
coursework program (Master of Learning and Teaching in Higher Education) which represents a natural progression from the Graduate Certificate. For more information on the range of programs see: [http://www.griffith.edu.au/gihe](http://www.griffith.edu.au/gihe).

The Committee resolved to recommend to the Learning and Teaching Committee that the revised [Vice Chancellor’s Teaching Bursaries policy (2009/0018262)](http://www.griffith.edu.au/gihe) be approved.

**Action** Secretary to forward the Committee’s recommendation to the Learning and Teaching Committee.

**Item 13.0** **EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION**  
**Description** The Director of External Relations has requested to be removed from this Committee. The constitution has been revised to reflect this change of membership.

The Committee resolved to recommend to the Learning and Teaching Committee that the revised Educational Excellence Committee Constitution be approved.

**Action** Secretary to forward the Committee’s recommendation to the Learning and Teaching Committee.

**Item 14.0** **NEXT MEETING:**  
**Description** 10.00am to 12.30pm on Monday 16th March. Videoconferenced between N54_2.06 and G34_1.04.

**Action** Noted.

**Item 15.0** **OTHER BUSINESS**  
**Description** Nil.

**Action** Noted.

Confirmation of minutes ____________________________ Date: _______________