GRiffith University
EduCational ExcelLence Committee
Action Sheet

A meeting of the Educational Excellence Committee was held at 10.00am on Monday 23 June at Room 7.16, Webb Centre (S02), South Bank campus

Item 1.0 Attendance

Present:
- Associate Professor Keithia Wilson
- Professor Sue Spence
- Dr Janis Bailey
- Ms Heather Cameron
- Professor Joy Cumming
- Sam Di Mauro
- Ms Christine Grimmer
- Dr Jock Macleod
- Dr Ricardo Simeoni

Apologies:
- Ms Hilarie Dunn
- Professor Dan Funk
- Dr Ann McDonnell

Secretary: Ms Rae-Anne Locke

Present by invitation:
- Ms Marnie Holt
- Ms Kathy Watson

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<td>2.0</td>
<td>Action sheet accepted as a true and accurate record of the Committee’s 3/2008 meeting. Moved Chris Grimmer, seconded Joy Cumming</td>
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<td>3.0</td>
<td>The Chair welcomed Ms Dianne Selzer, the Acting Deputy Director, Flexible Learning and Access Services to the Committee. The Chair also welcomed Ms Kathy Watson and Ms Marnie Holt from the Promoting Excellence Initiative team to the meeting.</td>
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<th>Business arising from the previous meeting</th>
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<td>4.0</td>
<td>The Committee noted the information on partnership schemes between the University and schools and teachers which included Griffith Uni-Reach, Griffith Connect, and the GUESTS program.</td>
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<td>4.1</td>
<td>The Committee noted the report from the secretary on the proposed IRUA event focussing on work-integrated learning.</td>
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Description

5.1.1 The University is undertaking a review of SET and SEC instruments and the process and system that underpin these measures.

5.1.2 The University is undertaking a review of the Graduate Attributes Statement and has established a Working Party to review, update and operationalise the existing statement and formulate a policy.

5.1.3 The University is undertaking a review of the institution-wide policies, practices and processes of assessment to be completed by the end of 2008. This review will draw on work being undertaken by Dr Heather Alexander and team, in addition to the ALTC funded TQI project. Phase 1 of the TQI project involves benchmarking to examine best practice in assessment. Phase 2 involves increasing exemplars and content on the GIHE website. Phase 3 involves roll out across the University to inform good assessment practices. Dr Janis Bailey reported that the Business School was using a template for postgraduate program development and would be using a new software program to map curriculum.

5.1.4 The University has established a Working Party to construct a survey to measure how programs are addressing the University’s KPI’s in terms of work-integrated learning, research-based learning, blended learning, assessment and so on. This will be used in program development and has already been completed for internationalisation.

5.1.5 Both an Advisory Group and a Working Party had been formed to progress the Inclusive Indigenous Learning and Teaching Practices agenda. Professor Spence will co-chair the Advisory Group with Uncle Graham and Keithia Wilson will co-chair the Working Party with Mr Marcus Waters. The Working Party had held its first meeting and raised a number of strategic issues including the lack of indigenous content on the Griffith website. A full-time project officer will be appointed for 18 months to assist with this project.

Actions

5.1.1 Secretary to advise Secretary of the SET and SEC Working Party that EEC recommends two phases of consultation with staff – initially and during the review period.

5.1.2 Professor Joy Cumming to provide an update on the Graduate Attributes Working Party to EEC at each meeting.

5.1.3 Chris Grimmer to liaise with TQI Project officer, Ms Lynda Davies regarding the use of exemplars from GAET and ALTC award applications. Chris to also advise GIHE that the Committee recommends that it is important to identify the DO NOTs of assessment practice in addition to the DO’s.

5.1.5 Secretary to table Advisory Group and Working Party Terms of Reference at next EEC meeting.

Description

Mr Sam Di Mauro, the Chair of the Excellence Expo Committee, reported planning was progressing for the Health4Life Challenge and sponsorship was being sought for next year. The Committee recommended that consideration should be given to extending the challenge to upper primary school children.

Action

Noted.

Description

Ms Christine Grimmer, Ms Kathy Watson and Ms Marnie Holt provide the Committee with an overview of the Promoting Excellence Initiative project, progress to date and sought feedback on
GAET and ALTC award checklists that had been developed to assist applicants.

Chris also reported on a PEI Colloquium, sponsored by ALTC, where other universities shared information about their PEI activities including mentoring younger teachers, a Distinguished College of Fellows, developing project management expertise and a grants and awards database.


The Chair also tabled a tip sheet for writing good grant applications provided by a Griffith staff member.

The Chair thanked the PEI team for their report.

**Actions**

- Chris Grimmer to distribute PEI Colloquium notes to EEC members.
- Kathy Watson to summarise the ALTC project Summaries for 2007 (by theme/topic; universities) separately for each of the 3 grant categories (Leadership, Priority, Competitive) to place on the PEI website for future applicants.
- Kathy Watson to use the ALTC Grant Tip sheet to create ALTC Grant Applications guidelines for applicants for the next cycle.
- Secretary to publish all documents on QuickPlace.

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**Item No. 8.0  GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING**

**Description**

The Chair reported that nominations for Teaching Excellence Awards close on June 30th, with applications closing on August 4th. The Faculty Learning and Teaching Citations, which were launched at the same time, close on August 18th.

Professor Spence requested the Committee review the alignment between the Faculty Learning and Teaching Citations, the Griffith Awards for Excellence in Teaching and the ALTC awards.

The Committee recommended that the GAET prize money be raised to $5,000 next year.

The Chair sought volunteers to serve on GAET selection Committees. All present members agreed.

**Actions**

1. Secretary to place on next EEC agenda with a view to Professor Spence and Associate Professor Wilson taking the Committee’s recommendations regarding any changes to the Faculty Learning and Teaching Citations to the Deans (Learning and Teaching) at their next Forum.
2. Secretary to record recommendation regarding prize money for the next review of the GAET Guidelines towards the end of 2008.

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**Item No. 9.0  ALTC UPDATE**

**Description**

The Committee noted the confidential list of candidates for ALTC awards and successful recipients of ALTC grants.

**Action**

Noted.

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**Item No. 10.0  DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS**

**Description**

Deferred to next meeting.

**Action**

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

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**Item 11.0  CELEBRATING TEACHING WEEK AT GRIFFITH**
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<td>12.0</td>
<td>STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE</td>
<td>Deferred to next meeting. Secretary to place on agenda for next Educational Excellence Committee meeting.</td>
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<tr>
<td>Item 13.0</td>
<td>ALTC GRANT PROGRESS</td>
<td>The Committee noted an interim progress report for an ALTC Discipline Based Initiative Grant led by Ms Carol Joy Patrick. Noted.</td>
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<td>Item 14.0</td>
<td>Other Business</td>
<td>Nil.</td>
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<td>Item 15.0</td>
<td>NEXT MEETING: 10.00am on Monday 21 July at Room 2.01, Bray Centre (N54), Nathan campus.</td>
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Confirmation of minutes_____________________________ Date: __________________