A meeting of the Educational Excellence Committee was held at 10.00am on Wednesday 21 March at S02_7.16, Boardroom, Webb Centre, South Bank Campus.

PRESENT:

Associate Professor Keithia Wilson

APOLOGIES:

Ms Margaret Fairman
Professor Graham Cuskelly
Sam Di Mauro
Professor Joy Cumming

Secretary: Christine Grimmer

CONTENTS

<table>
<thead>
<tr>
<th>Item No. 2 - CONFIRMATION OF MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>Moved - Cristina Poyatos Matas, seconded – Ann McDonnell</td>
</tr>
<tr>
<td>Members of the Educational Excellence Committee requested that the format of Action Sheets be revised to two columns for ease of reading and saving of resources, and that this change be implemented from the 2/2007 meeting</td>
</tr>
<tr>
<td>Attachment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No. 3 – CHAIRS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>3.2 REPORT ON DISCUSSION WITH HEAD OF SECRETARIAT AND THE DIRECTOR OF GIHE RE NOMINATIONS FOR CARRICK AWARDS FOR AUSTRALIAN UNIVERSITY TEACHING</td>
</tr>
<tr>
<td>At the 1/2007 meeting of the Educational Excellence Committee it was proposed that the Educational Excellence Committee develop a process to “provide advice on the development, evaluation, and selection of the University’s nominations for the Carrick Awards …” in consultation with the Griffith Institute for Higher Education and the Secretariat. It was proposed the Chair, Associate Professor Keithia Wilson meet with the Director of GIHE and with the Head of the Secretariat to discuss such a process.</td>
</tr>
<tr>
<td>The Chair met with the Director of GIHE, Professor Kerri-Lee Krause and Head of the Secretariat, Karen van Haeringen and, following those discussions, prepared a draft description of the process of preparing applications with revised role statements for</td>
</tr>
</tbody>
</table>
each of the above sections of the University.
Following this feedback, the Educational Excellence Committee makes the following recommendations:

1. That a whole of university approach be adopted with shared responsibility between the academic elements, the Secretariat, GIHE and the EEC, with the latter having both an evaluative and quality assurance role.
2. That the process commence earlier with a 6 month lead time in advance of due dates for awards (Awards and Citations) to allow for a genuine developmental process for applicants working with both an academic and a GIHE mentor.
3. That an integrated approach be adopted, with potential applicants for external grants and awards being identified from information gleaned from both the internal Griffith Awards for Excellence in Teaching (October), and from relevant academic activities such as Performance Reviews (June August).
4. That a three year developmental sequence be adopted so as not to deplete the pool of potential applicants.
5. That GIHE provide two kinds of targeted workshops – one for Academic staff responsible for identifying applicants, and one for applicants around writing applications timed to fit in with Carrick Institute deadlines.
6. That GIHE be appropriately resourced to provide a number of such workshops
7. That staff be encouraged to perceive awards as a legitimate and worthwhile component of their career path and profile for promotion.
8. The University establish a clear integrated university wide approach to grants and awards supported by workshops and funding.

Action

It was agreed that the EEC will develop a Strategic Plan for a whole of university integrated approach to all Learning and Teaching grants and awards. As a first step in the process, Dr Duncan Nulty, as the GIHE Coordinator for Carrick Grants and Awards, is requested to prepare the following for review by the EEC:

1. A draft calendar of both the Carrick Grants and Awards and Griffith’s internal grants and awards time lines.
2. A draft schedule for a series of GIHE workshops for Academic staff responsible for identifying applicants, and for the development of applications timed to fit in with Carrick Institute deadlines.

The EEC will then:

3. Continue to develop this draft document in an iterative process, by incorporating relevant academic events aimed at identifying potential applicants, and identifying a pool of academic mentors. A final proposal for the time lines and management of external Carrick grants and awards, and internal Griffith Grants for Learning and teaching and GAET awards will be presented to Learning and Teaching Committee once the above have been completed. It is envisaged that this Strategic Plan will be adopted for implementation in the second half of 2007, in time for the 2008 Carrick grant cycle.

Attachment

| Item No. 4 - REPORTS FROM SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE |
| Description | No meetings to report |
| Action | Attachment |

| Item No. 5 - GRIFFITH HONOURS COLLEGE |
| Description | Following approval for the concept of an Honours College by Executive Group, late in 2006, the Griffith Honours College, outlined in the attached Griffith Honours College |
Overview (2007/0002254) was established with the following objectives:

1. To recruit high achieving students who would not normally have considered studying at Griffith
2. To provide an undergraduate experience that is not currently available at any other Australian tertiary institution
3. To provide graduates with research, leadership, critical analysis and collaboration skills as well as raising their community awareness, thereby making them the first choice of top tier employers or high quality Research Higher Degree candidates

The Griffith Honours College also has a role in Griffith’s process for nurturing high achieving students to apply for prestigious external scholarships as outlined in the Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059).

As the concept of the Honours College has unfolded, and due to changes in personnel in the Scholarships and Prizes office, the Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059) has been revised to include an expanded role for the Honours College.

**Action**
The Educational Excellence Committee recommends the revised Strategy for Supporting and Monitoring Student Success in External Scholarships (2007/0002255) to the Learning and Teaching Committee for approval at its 1/2007 meeting.

**Attachment**
Strategy for Supporting and Monitoring Student Success in External Scholarships (2007/0002255)

### Item No. 6
REVISED GUIDELINES FOR GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

**Description**
Revised Guidelines were circulated for the 2006 Following the 2006 round of the Griffith Awards for Excellence in Teaching amendments to the Guidelines were recommended including:

- A category for First Year Advisors
- Revised criteria for Post Graduate Supervision and Higher Degree Research Supervision
- Guidance about structuring applications

Professor Joy Cumming indicated that she will present revised criteria for the categories of Postgraduate Supervision and Higher Degree Research Supervision at the April 18 meeting of Educational Excellence Committee

The Educational Committee was asked to

1. Comment on the appropriate place for providing guidance on better structuring applications
2. Consider whether a First Year Advisor category should be included in the 2007 Guidelines

**Action**
1. Specific advice for structuring applications as per the attached recommendations from the Selection Panel from the 2006 GAETs will be inserted into page 4 of the Guidelines for 2007.
2. Associate Professor Keithia Wilson gave an undertaking to contact Professor John Dewar and Associate Professor Alf Lizzio to gather information on the underlying rationale for the inclusion of a First Year Advisor category, and to
report this information back to the April meeting.

3. It is envisaged that the Committee will forward a proposal to GIHE for comment regarding the inclusion a category for First Year Advisor for 2007 and the revision of the guidelines for the GAETS to match those for the Carrick Awards for Australian University Teaching.

Attachment Guidelines for the Griffith Awards for Excellence in Teaching

Item No. 7 - FINAL REPORT FROM SIGNATURE EXPERIENCE GRANT

Description A call for initiatives aimed at embedding the Griffith signature experiences was made by the DVC (Teaching and Learning) to the University community on 5 August 2004. Funds were allocated by the DVC (Teaching and Learning) on the recommendation of sub-committees of the Academic Plan Task Force established to monitor and support the projects. Two grant types were made available:

- Small grants – funds of up to $3,000 for proposals from small groups of staff
- Large grants – funds of up to $20,000 for School/Faculty/Group level proposals

A final signature report has been submitted by Phillip Rodgers-Falk entitled The Pathways Model - Pathways to Indigenous Inclusive Teaching and Learning Practices (2007/0002252) and is included for comment by the Educational Excellence Committee

Members noted that the findings of the report are very significant both for the issues of Indigenous content and Indigenous Knowledge across the academic work of the University and especially for the Indigenous Academic Centre currently under development.

Action 1. Associate Professor Keithia Wilson will prepare a discussion paper from the Report for tabling at the next meeting with a view to identifying recommendations which can be generalised to other academic elements.

2. Heather Cameron will also prepare a paper recommending the adoption of the recommendations of the report in the planning for the Indigenous Academic Centre where appropriate.

Attachment The Pathways Model - Pathways to Indigenous Inclusive Teaching and Learning Practices (2007/0002252)

Item No. 8 - EXPRESSIONS OF INTEREST FOR 2007 CARRICK INSTITUTE GRANTS

Description To improve Griffith’s success in the Carrick Grants an internal University deadline invited potential proposals to each of the three Carrick Programs as expressions of interest (or as a full proposal if that is the applicants’ preference) several weeks earlier than the Carrick deadline with a view to assessing the quality of the applications against the relevant grant program criteria and recommending a selected number for endorsement by the Deputy Vice Chancellor (Academic) for submission to the Carrick Institute.

The paper Institutional Strategy for Supporting Griffith Staff to Apply for 2007 Carrick Grants (2006/0007066) outlines this process with a timetable and stages of a strategy to deliver more targeted applications. The paper recommends roles for the Secretariat, Griffith Institute for Higher Education, Deans and Deputy Directors Learning and Teaching, the Educational Excellence Committee and Griffith’s Carrick Grant Assessors.

The above strategy was implemented to the degree possible within the deadlines of the current round of Carrick Grants. The following Expressions of Interest have been
approved for recommendation to the Deputy Vice Chancellor (Academic) for forwarding to Carrick Institute:

1. Professor Huib Schippers, QCGU, Learning music ‘out of context’: Implications of cultural diversity for tertiary music education in Australia, Leadership Grants, Priority 2: disciplinary and cross-disciplinary leadership


4. Dr Cristina Poyatos Matas, Leading for excellence: A community and evidence based approach to identify and disseminate best practices in university Honours and Postgraduate Supervision, Leadership Grant, Priority 2: disciplinary and cross-disciplinary leadership

The Educational Excellence Committee noted that a late Expression of Interest was forward directly to the Deputy Vice Chancellor Academic without being forwarded to the Committee or to GIHE for feedback.

Action

The Committee will seek a recommendation from Learning and Teaching Committee that all Expressions of Interest or full applications be forwarded to Educational Excellence Committee for feedback before being sent to the Deputy Vice Chancellor for his final decision.

Attachment

Institutional Strategy for Supporting Griffith Staff to Apply for 2007 Carrick Grants (2006/0007066)

Item No. 9 - GRIFFITH GRANTS FOR LEARNING AND TEACHING INTERIM REPORTS

Description

The Guidelines for Griffith Grants for Learning and Teaching require reporting as follows:

Reporting

A report on the outcomes of the project and a financial statement showing funding expenditure, both endorsed by the relevant Dean/Provost and Director, must be lodged with the Secretary, Learning and Teaching Committee by 31 August in the year of the project’s completion date. An interim progress report is also required by 31 October of the year in which the grant was approved for commencement.

In the case of a Strategic Program project, an interim progress report is also required and must be lodged with the Secretary, Learning and Teaching Committee by August of the year following the year of the award of the grant.

Interim reports for the February 2006 round of Griffith Grants Learning and Teaching were attached for noting by the Committee.

There being insufficient time to read and discuss all reports the Chair recommended that interim reports be divided up between members for feedback at the April meeting of the Educational Excellence Committee.

Action

1. The Chair will assign reports to members for their feedback at the April meeting.
2. The EEC will also, at its April meeting, give consideration to 3 issues
raised by Professor John Dewar in relation to this grant scheme, and make recommendations accordingly. These issues are:

- The extent to which the reporting and reference group requirements of our existing policy have been met;
- Whether the EEC thinks there should be any changes to those aspects of our policy; and
- Whether any other changes to our policy are desirable, especially in the light of last years’ experience with this scheme.

### Item No 10 – MEETING DATES FOR 2007

**Meeting Day: Wednesdays 10.00 – 12.30pm Confirmed**

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Confirmed Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 April</td>
<td>N16_1.13</td>
</tr>
<tr>
<td>23 May</td>
<td>N54_2.01</td>
</tr>
<tr>
<td>13 June</td>
<td>L08_1.07</td>
</tr>
<tr>
<td>18 July</td>
<td>N54_2.01</td>
</tr>
<tr>
<td>22 August</td>
<td>N16_1.13</td>
</tr>
<tr>
<td>12 September</td>
<td>M24_3.11A</td>
</tr>
<tr>
<td>22 October</td>
<td>N54_2.01</td>
</tr>
<tr>
<td>12 November</td>
<td>N54_2.06</td>
</tr>
</tbody>
</table>

### OTHER BUSINESS

**Item No. 10 – CELEBRATING TEACHING**

**Description**

The first Celebrating Teaching Seminar of the year is to be held on April 4 as follows:

- **Topic**: Enhancing the First Year - Strategies for Success
- **Date**: 4 April 2007
- **Time**: 1:00pm - 2:00pm (lunch at 12:30)
- **Venue**: Roundhouse at Mt Gravatt
- **Presenters**: Professor Kerri-Lee Krause
### School of Psychology

<table>
<thead>
<tr>
<th>Action</th>
<th>Attachment</th>
</tr>
</thead>
</table>

**Item No. 11 - COMMITTEE MEMBERSHIP**

<table>
<thead>
<tr>
<th>Description</th>
<th>The secretary of the educational excellence committee will liaise with the senior policy and planning officer to fill the above vacancies.</th>
</tr>
</thead>
</table>

**NEXT MEETING**

The next meeting of the Educational Excellence Committee is to be held on Wednesday 18 April in N16_1.13 Meeting Room Macrossan Building, Nathan Campus.