A meeting of the Educational Excellence Committee was held at 10.00am on Monday 17 March at Room 2.01, Bray Centre (N54), Nathan campus

Item 1.0 ATTENDANCE

Present:  
Associate Professor Keithia Wilson  
Professor Sue Spence  
Mr Kevin Ashford-Rowe  
Dr Janis Bailey  
Ms Heather Cameron  
Professor Joy Cumming  
Ms Christine Grimmer  
Dr Ann McDonnell  
Dr Ricardo Simeoni

Apologies:  
Sam Di Mauro  
Ms Hilarie Dunn  
Dr Jock Macleod

Secretary: Rae-Anne Locke  
Present by invitation:

CONTENTS

<table>
<thead>
<tr>
<th>Item No. 2.0</th>
<th>CONFIRMATION OF ACTION SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Action sheet accepted as a true and accurate record of the Committee’s 1/2008 meeting.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No. 3.0</th>
<th>CHAIRS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>3.1 The Chair advised that membership of the Indigenous Inclusive Learning and Teaching Working Party should be finalised soon. Professor Boni Robertson had agreed to join the working party. The Chair also advised that Professor Geoff Scott, the PVC (Quality) from the University of Western Sydney was interested in a joint benchmarking exercise with Griffith but this has not yet been confirmed.</td>
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<td>3.2 The Chair reported that Griffith would be submitting a larger number of Carrick grant applications this year. In addition, 15-20 applications for Carrick Citations would be reviewed and shortlisted to the 10 applications Griffith is able to submit.</td>
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<td>3.3 The Chair advised that Learning and Teaching Committee has approved the two new awards recommended in the revised GAET Guidelines and had made further recommendations regarding evidence. Once these additional changes are made and</td>
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endorsed, the Guidelines will be forwarded to the April 17 meeting of Academic Committee.

**Action**

3.2 Professor Sue Spence to send grant writing checklist to Secretary for distribution to members.

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### Item No. 4.0 REPORTS FROM SUB-COMMITTEES

No meetings to report.

**Action**

Noted

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### Item No. 5.0 GRADUATE CERTIFICATE IN HIGHER EDUCATION

**Description**

The Committee discussed ways to disseminate the best practice of award winners, including:

- Contributing to the Graduate Certificate in Higher Education or intensive Foundations of University Teaching programs run by GIHE
- Peer review of teachers, either by having an award winner sit in on a person's teaching or having the person sit in on an award winner's teaching
- Filming or podcasting award winner's teaching sessions
- Staff obtaining points for attending or participating in professional development that act as credit towards the Graduate Certificate in Higher Education

**Actions**

1. Chris Grimmer to take ideas back to GIHE for discussion and report back at next meeting
2. Secretary to add Dissemination of best practice of award winners on next Educational Excellence Committee agenda

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### Item No. 6.0 REVIEW OF THE GRIFFITH GRANTS FOR LEARNING AND TEACHING GUIDELINES

**Description**

The Committee reviewed the Griffith Grants for Learning and Teaching Guidelines with minor amendments and recommended these proceed to Learning and Teaching Committee for approval.

Changes to include:

Adding a sentence in 1.1 that grants can be for projects across all year levels, including undergraduate, postgraduate and research higher degree education.

Members noted the results of the 2007 Griffith Grants for Learning and Teaching.

**Action**

Secretary to make discussed changes forward, forward to Chair for approval then to Learning and Teaching Committee for endorsement.

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### Item No. 7.0 LEARNING AND TEACHING AND THE STUDENT EXPERIENCE (VC'S REPORT)

**Description**

The Vice Chancellor Professor Ian O'Connor presented an update on Griffith 2015 at the Senior Management Development Program, Crowne Plaza, 19/20 February 2008. The Committee discussed the actions relating to learning and teaching.

**Action**

Professor Cumming to email New Zealand Tertiary Education Commission report, which examined elements from the research literature suitable for inclusion in a student opinion survey. Secretary to distribute to members.

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### Item No. 8.0 COMMUNITIES OF PRACTICE

**Description**

The Chair advised that the Deputy Vice Chancellor (Academic) requested Learning
and Teaching Committee review the Guidelines for Establishing Communities of Practice (COP) (Document number 2006/0007012). Learning and Teaching Committee have recommended Professor Krause take this issue to the Dean’s Learning and Teaching Forum for further discussion.

**Action**
Chris Grimmer to provide feedback on a Community of Practice report funded by a Carrick Grant at next Educational Excellence Committee meeting.

**Item 9.0 PROMOTING EXCELLENCE INITIATIVE**

**Description**
Chris Grimmer reported that the HEW6 person had accepted the offer and the HEW7 position had closed.

**Action**
Noted

**Item No. 10.0 STRATEGIC DISCUSSION STANDING ITEM**

**Description**
The Committee agreed the issue of identifying and rewarding excellence in teaching was a strategic priority for Educational Excellence Committee in 2008. The Committee is well placed to assist the University to develop resources that can both assist staff to demonstrate excellence and assist panels and academic managers to recognise and verify claims of excellence.

The review of SET and SEC has also been identified from staff feedback as a priority for the University.

**Action**
The Chair will seek approval from the PVC (L&SO) to proceed with guidelines for identifying and rewarding excellence in teaching & report back to the next meeting. The Secretary will place both on the agenda for discussion at the next meeting.

**Item 11.0 Other Business**

**Description**
Nil

**Action**

**Item 12.0 NEXT MEETING**

**Description**
10.00 am on 21 April at Room 1.04, Chancellery building (G34), Gold Coast campus

**Action:**

Confirmation of minutes______________________________ Date: __________________