A meeting of the Educational Excellence Committee was held on Monday, 29 May 2006 in N54_2.01 Bray Centre, Nathan at 2.30 pm.

**ACTION SHEET**

<table>
<thead>
<tr>
<th>Name of Item</th>
<th>Brief Description</th>
<th>Action</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 CHAIRPERSON'S REPORT</td>
<td>The Chair summarised Griffith’s first semester activities in regard to Excellence in Learning and Teaching, noting the Carrick Citations, Carrick Awards and Carrick Grants and Griffith Grants for Learning and Teaching. A member queried the status of Griffith Fellowships and suggested that clarification of the purpose and scope of the Scheme may be sought from Learning and Teaching Committee.</td>
<td>Secretary to consult with Deputy Vice Chancellor re Griffith Fellowships and report to July meeting of Educational Excellence Committee</td>
<td></td>
</tr>
<tr>
<td>4.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING - REVISION</td>
<td>At its 2/2005 meeting the Educational Excellence Committee resolved to revise the Guidelines for the Griffith Awards for</td>
<td>The Carrick Awards for Australian University Teaching, Guidelines and Nomination Instructions 2006 and the Griffith</td>
<td></td>
</tr>
<tr>
<td>Excellence in Teaching to provide closer alignment with new guidelines for national teaching awards released by the Carrick Institute.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awards for Excellence in Teaching, Guidelines.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.1 FIRST YEAR ADVISOR AWARD

Members discussed a proposal to include a First Year Advisor Award. Following discussion, it was considered premature to offer such an award in 2006 as the positions are new and it takes more than a year to build experience and evidence of excellence. Members suggested that 2008 may be the appropriate year in which to advertise an award in this category.

Secretary of Educational Excellence Committee to seek advice from Learning and Teaching Committee

### 4.2 PROMOTING RHD SUPERVISION

Members discussed a communication from the Dean of Graduate Studies, Professor Joy Cumming, suggesting strategies for improving participation of RHD Supervisors in the GAETs

Members suggested that there could be a role for the Deans (Learning and Teaching) in promoting the GAETs

Secretary of Educational Excellence to reply to Professor Cumming as follows:

EEC supports the suggestion of sending the nomination forms and Guidelines to supervisors via a dedicated list. This can be forwarded from Dean of Graduate Studies or from the Secretariat.

The Committee did not approve the restriction of eligibility to staff who have supervised at least 3 students to completion, as they felt this would counteract any attempt to attract more applicants.

The Committee recommends that the revised guidelines
| 4.2 ALIGNMENT OF GAET GUIDELINES WITH CARRICK GUIDELINES | Members recommended that the draft revised guidelines for the GAETs come into closer alignment with the Carrick guidelines as follows:  
- Adopt the language of the Carrick Guidelines including nominalisation  
- State the sub-criteria as a block rather than as dot points  
- Adopt the Carrick introductory statement  
- Replace Griffith Institutional Award categories with Carrick categories & criteria for Program awards in their entirety  
- Include more specific advice on providing evidence of claims | Secretary to revise Guidelines as recommended and circulate for feedback before July Learning and Teaching Committee meeting |
| 4.3 REFERENCES TO EQUITY AND DIVERSITY IN GAET GUIDELINES | A member noted that current guidelines show scant reference to equity and diversity or to rewarding and recognition of excellence in managing diversity in learning and teaching activities. Reference was made to page 10 of the Carrick guidelines and it was suggested that steps be taken to embed equity more globally and explicitly | Secretary to include Carrick criterion on equity and diversity in draft revised GAETS Guidelines |
### 5.0 CELEBRATING TEACHING PROGRAM FOR 2006

Members approved the program outlined for semester 2 and suggest inviting Michelle Scoufis to provide input on Communities of Practice in Semester 2.

**Secretary to recommend invitation to Michelle Scoufis for October Celebrating Teaching**

### 6.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING

Members commented that the process for ranking Griffith Grants for Learning and Teaching may be drawing too sharp a distinction between research and development programs and research.

**Confirmed: .........................................................**

(Chair)

**Date: .................................................................**

The next meeting of the Educational Excellence Committee will be held on Monday 17 July 2006 in N54_2.06, Bray Centre, Nathan campus.