Item 1.0  WELCOME AND ACKNOWLEDGEMENT TO COUNTRY

Description  The Chair welcomed members and acknowledged the traditional owners on which the meeting was held.

Item 2.0  ATTENDANCE

Present:  Apologies:

Associate Professor Keithia Wilson  Professor Kerri-Lee Krause
Dr Kevin Ashford-Rowe  Dr Ann McDonnell
Dr Janis Bailey  Ms Sigrid Ryan
Associate Professor Rod Barrett  Dr Peter Woods
Ms Heather Cameron
Mr Sam Di Mauro
Dr Steve Drew
Ms Christine Grimmer
Dr Saras Henderson
Professor Parlo Singh
Secretary: Ms Rae-Anne Locke

Action: Noted.

CONTENTS

Item 3.0  CONFIRMATION OF ACTION SHEET

Action  The action sheet accepted as a true and accurate record of the Committee’s 5/2009 meeting.

Item 4.0  CHAIRPERSON’S REPORT

Description  The Chair reported:

4.1 Griffith Grants for Learning and Teaching Reports Review
The process and schedule to review grant reports was approved by Learning and Teaching Committee at its 7/2009 meeting. The new changes will be reflected in the 2010 grants guidelines.

Work in this area has been delayed, with a request going forward to ALTC to defer commencement of the grant for six months.

4.3 Other Business
The Deputy Vice Chancellor (Academic) has requested a review of Academic Committee
and its committees, which includes the Educational Excellence Committee. This review will be conducted in semester 1 2010. As such, meetings have only been established for the first half of 2010.

Dr Bailey requested the opportunity to present a report to the EEC on activities of the Griffith Business School Teaching Community of Practice (TCOP). Due to time constraints, this was deferred to the next meeting.

<table>
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<th>Actions</th>
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<tbody>
<tr>
<td>1. Secretary to update Griffith Grants for Learning and Teaching Guidelines with new reports process and schedule.</td>
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<td>2. Secretary to add TCOP report to next agenda.</td>
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### Item 5.0  
**GRiffith Awards for Excellence in Teaching (GAET) Standing Item**

#### Description

**5.1 GAET Outcomes**

The Committee congratulated Dr Janis Bailey and Dr Steve Drew on their success in the awards.

**5.2 Research Supervision category.**

The Committee discussed the suggestions from the GAET Research Supervision panel and recommended:

- Two separate awards – one for emerging supervisors to offer a developmental pathway that encourages evolving good supervision practice and a second award for experienced supervisors with sustained excellence in supervision.
- Recipients of the second award would be encouraged to apply for an Australian Learning and Teaching Council Citation for Outstanding Contributions to Student Learning.
- Nomination for both awards should be through the regular nomination process and targeting people to nominate/apply.
- Active encouragement should come from the Dean, Griffith Graduate Research School, Deans (Research), PhD Convenors, Heads of School and academic performance reviews.
- Re-evaluate the criteria and eligibility requirements for each award. The Dean, Griffith Graduate Research School agreed to redraft these to bring back to the December EEC meeting.
- No additional support would be provided for to write applications.
- Consideration should be given to inviting student discussion regarding what constitutes excellent supervision and to developing evaluation instruments similar to SET and SEC.
- Consideration should be given to recognising disciplinary differences.
- Emphasis on innovation in supervision practice.
- A possible weighting of criteria.

**5.3 GAET GIHE feedback**

As GIHE staff provided feedback at the time of the panels, no additional feedback was provided.

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<th>Actions</th>
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<tr>
<td>1. Secretary to send GAET and ALTC criteria to Dean, Griffith Graduate Research School.</td>
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<tr>
<td>2. Secretary to conduct a web search of research supervision awards at other universities.</td>
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</table>

Dean, Griffith Graduate Research School to redraft GAET category, criteria and eligibility and bring back to the December meeting of the EEC.

### Item 6.0  
**ALTC Standing Item Update**

#### Description

**6.1 ALTC Award outcomes**

The Committee noted the ALTC award outcomes for Associate Professor Glenn Finger and the Succeeding@Griffith team.
6.2 ALTC Discipline Scholar outcomes
The Committee noted Professor Amanda Henderson had been appointed as an ALTC Discipline Scholar in the health discipline.

6.3 ALTC Citation, Award, Fellowship outcome national comparisons
The Committee noted Griffith’s success in ALTC Citations, Awards and Fellowships, coming second nationally in the number of awards received and first nationally in terms of funds received.

Members noted the need to address the growing gap between award winners and other colleagues in a developmental way. Members suggested that a strategic goal for EEC was to address this issue of engaging staff in learning and teaching development.

6.4 Identification and recruitment of 2010 ALTC Citation and Award applicants
The Secretary reported consultation with Deans/Deputy Deans (L&T) and GIHE were underway to put together a list of potential applicants for 2010 ALTC Citations and Awards. An email will be sent from the Deputy Vice Chancellor (Academic) advising people that they had been identified as a potential applicant. A workshop is being run exclusively for staff who have been identified as potential applicants, which will provide information on the awards, the University’s support mechanisms and timelines, in addition to a discussion of how to present a case for excellence and write a high quality application. This will be followed by individual interviews. If they decide to proceed, applicants will then be able to use the December/January period to write a first draft that will be due in early February; and invitations will follow a process of shortlisting, based on first drafts. A further email from the Deputy Vice Chancellor (Academic) will formally invite the shortlisted applicants to apply. Early peer review of first drafts will be available from GIHE during certain periods in December/January. Shortlisted applicants will be allocated a staff member from the Secretariat to work with them to develop their application. Applicants not short listed for the 2010 round will be considered in following years.

The Secretary also tables the recommendations from the GAET panels and sought further recommendations from EEC members for potential applicants. The Committee expressed its appreciation of GIHE and Secretariat for their work in this area.

6.5 ALTC grants – unsupported applications
The Chair reported that the provision of feedback and advice to project leaders of grants who were not supported in the 2009 ALTC grant round had commenced. GIHE were also conducting ALTC Grant workshops in time for the 2010 round.

6.6 Grants – incentive funds
This item was deferred to the next EEC meeting.

6.7 Grants – notification of intention to apply
The Secretary reported that the aim of this process was to:
- Gain in principle endorsement and early feedback from the Deputy Vice Chancellor (Academic) – previously the Pro Vice Chancellor (Quality and Student Outcomes).
- Proactively offer advice and peer review from GIHE.
- Keep track of the number of applicants applying in order to manage workflows.
- Offer applicants formative feedback to increase the probability of success.

Actions
1. Secretary to put strategic goal of engaging staff in learning and teaching development under strategic discussion agenda item for next meeting.
2. EEC members to send suggestions for potential 2010 applicants to the Secretary.
3. Secretary to place Grants – incentive funds on the next EEC agenda.

Item 7.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

Description Ms Grimmer reported:
An allocation of funds had been made to Groups/Faculties through the Deans/Deputy Deans (Learning and Teaching) to locally determine how best to establish and support scholarly networks.
A group from the Scholarship of Learning and Teaching Community of Practice was conducting a research project to explore teacher interest in applying for awards. Ms Grimmer sought the Committee’s feedback on the draft survey instrument.

**Actions**

1. Ms Grimmer to bring Deans/Deputy Deans (Learning and Teaching) proposals to the December EEC meeting.
2. Members to provide feedback on the survey directly to Ms Grimmer.

### Item 8.0

**AWARDS, GRANTS AND FELLOWSHIPS DATABASE**

**Description**
Deferred to next meeting.

**Action**
Noted.

### Item 9.0

**CELEBRATING TEACHING EXCELLENCE WEEK**

**Description**
Ms Grimmer and the Secretary reported the week was successful overall, although numbers on the Monday were lower than hoped for. Evaluation forms had been circulated, along with options of dates to shift the week in 2010.

**Action**
Secretary to prepare report to bring to a future EEC meeting.

### Item 10.0

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

**Description**
The Chair reported that the Deputy Vice Chancellor (Academic) has requested the GIHE and Educational Excellence Committee investigate the establishment of an academy or college of excellence/distinguished scholars at Griffith. Different models exist in Australia and overseas. Discussions points included:

- What would be the purpose and duration of such an academy?
- Who would be invited to be members? Could there be tiers of membership? What would be the duration of membership? Could membership extend even after a person has left Griffith?
- Could it be linked with academies in other Universities?
- What would be the University’s expectations of members?
- What would be the benefits of such as academy to members? Might there be financial incentives such as additional conference support?
- Would it have KPIs and ways to measure its success and impact?
- How will it impact on the overall performance in learning and teaching? How will it move the University’s strategic objectives forward?
- What would it be called?
- How could it be used to market Griffith to outside bodies? How would it be marketed within Griffith?
- Who would manage the academy and what are the resource implications?
- How would the academy interact with existing systems and governance, such as the SOLT COP?

The Committee requested Ms Grimmer collate information on other similar academies to forward to the Chair and Secretary to bring to the December EEC meeting.

**Action**
Ms Grimmer to collate requested information and forward to Chair and Secretary in time for the December meeting.

### Item 11.0

**STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE**

**Description**
Nil.

**Action**
Noted.

### Item 12.0

**OTHER BUSINESS**

**Description**
Nil.

**Action**
Noted.
<table>
<thead>
<tr>
<th>Item 13.0</th>
<th>GRIFFITH GRANTS FOR LEARNING AND TEACHING STANDING ITEM</th>
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<tbody>
<tr>
<td>Description</td>
<td>Committees are currently undertaking their review of full proposals for all levels of Griffith Grants for Learning and Teaching.</td>
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<td>Action</td>
<td>Noted.</td>
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<tr>
<th>Item 14.0</th>
<th>NEXT MEETING</th>
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<tr>
<td>Description</td>
<td>10.00am to 1.30pm on Monday 7th December in Room 2.02, the Chancellery (G34), Gold Coast campus. G34_1.04. NOTE: This meeting has been extended to allow for a Christmas lunch. <em>Lunch will be provided.</em></td>
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Confirmation of minutes________________________ Date: ________________