A meeting of the Educational Excellence Committee was held at 10.00am on Monday 20 October 2008 in Room 1.13 Science Education Building (M15), Mt Gravatt campus

Item 1.0 ATTENDANCE

Present:
Associate Professor Keithia Wilson
Dr Janis Bailey
Ms Heather Cameron (via teleconference)
Mr Sam Di Mauro
Ms Christine Grimmer
Dr Jock Macleod
Ms Dianne Selzer
Dr Ricardo Simeoni
Professor Sue Spence
Secretary: Ms Rae-Anne Locke

Apologies:
Professor Joy Cumming
Ms Hilarie Dunn
Professor Dan Funk
Dr Ann McDonnell

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Item No. 2.0 CONFIRMATION OF ACTION SHEET

Action sheet accepted as a true and accurate record of the Committee’s 7/2008 meeting. Confirmed Di Selzer, seconded Janis Bailey

Item No. 3.0 CHAIRPERSON’S REPORT

Description
3.1.1 ATSI Inclusive Curriculum Development and Implementation Working Party
The Chair reported the preferred candidate had accepted the offer for the project officer’s position.

3.1.2 ALTC Update
The Chair reported that Associate Professor Alf Lizzio had been awarded an Award for Teaching Excellence in the Social Sciences Category.

Action
Noted.

Item No. 4.0 REPORTS FROM SUB-COMMITTEES

Item No 4.1 DESCRIPTION
SPORTS SCHOLARSHIP COMMITTEE
No meeting to report.

Action
Noted.

Item No. 4.2 DESCRIPTION
EXCELLENCE EXPO COMMITTEE
The Chair of the Excellence Expo Committee, Mr Sam Di Mauro reported the Health4Life Challenge had received nine applications, with the prize of $5,000 split between two Logan high schools and a
further two $500 prizes also were awarded. Mr Di Mauro reported the Committee was reviewing the current digital format of the applications, and the restriction of the challenge to secondary schools.

**Action**

Noted.

### Item No. 5.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE

**Description**

The Committee considered the Griffith University Curriculum Vitae template and made the following recommendations:

- The indicators of teaching success under *Teaching* be expanded and updated to mirror the *Research* indicators as appropriate;
- Details to include ALTC Awards, Citations, Fellowships and Grants, Publications, Reports, Consultancies and so on;
- The *Research* section should better accommodate creative arts and performance

The Committee considered two confidential documents: *The Report of the Working Party on the Diversity of Academic Roles* (Attachment 5.2) from the University of Queensland and a draft *Academic Promotion Policy* (Attachment 5.3) from Macquarie University. While the Committee agreed that much of the information that was in the two documents was also contained in various Griffith documents such as the Academic Staff Review Policy and the Promotions Policy, the Griffith documents were not as clear or well-layed out and lacked indicators of teaching excellence.

The Committee moved a recommendation to Learning and Teaching Committee to recommend to the Deputy Chancellor (Academic):

- That the promotion criteria for staff in the area of learning and teaching be reviewed;
- That a similar Griffith document is developed for the purposes of staff development and promotion.

The Committee also discussed the establishment of an electronic staff evidence portfolio of learning and teaching that can be used in a similar way to staff research folios and would also like to recommend this to the Deputy Vice Chancellor (Academic). With this in mind, learning and teaching evidence portfolios will be placed on the agenda for the next EEC meeting.

**Action**

Secretary to put learning and teaching evidence portfolios on the agenda for the next EEC meeting.

### Item 6.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

**Description**

The PEI Project Manager, Ms Christine Grimmer reported that the PEI Project had reached a milestone with resources to assist staff to develop applications nearing completion and the *Grants and Awards Organisation* in Learning@Griffith being launched during the Celebrating Teaching Excellence Week. The PEI project group would then go out to Faculties and Groups. Ms Grimmer noted the project needed to consider sustainability to keep resources up-to-date next year and to develop a communication strategy.

**Actions**

Noted.

### Item 7.0 FACULTY LEARNING AND TEACHING CITATIONS

**Description**

The Committee considered the revised Faculty Learning and Teaching Citations and recommended:

- The guidelines contain only one set of criteria that reflects the five ALTC Citation and Teaching Excellence criteria, as these are adaptable to individuals and programs;
- A sub-heading be added before the definition of teaching teams and programs;
- ALTC Program categories be added as examples of areas that staff may apply under;
- A evidentiary statement be added to explain the need for various sources of evidence and to integrate evidence into the body of the application;
- A minimum of three semesters of SET and SEC be required as an appendix;
- Minor editorial amendments were also suggested.

Following the proposed amendments, the Committee recommends Learning and Teaching Committee endorse the revised Faculty Learning and Teaching Citation Guidelines at its December
### Actions

Secretary to amend Faculty Learning and Teaching Citation Guidelines and place on Learning and Teaching Committee December agenda.

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### Item No. 8.0

**GRiffith Awards for Excellence in Teaching (GAET)**

**Description**

The Chair accepted the recommendations in a document that was tabled that summarised proposed changes to the GAETs including:

- Renaming the *Cultural Diversity Award* for the *Cultural Inclusiveness Award* and expanding the description;
- Collapsing the two supervision awards into a single award for research supervision;
- Modifying the evidentiary requirements:
  - to a minimum of three semesters SET or SEC in lieu of SET, where the teacher was the principle teacher;
  - to three years maximum;
  - no qualitative data or other forms of evidence to be included as an appendix;
- Clarifying and expanding the description of the *Practice Overview*.

The Committee considered the recommendations in a revised *Guidelines for Award Panels* that was tabled. Changes included:

- Removing the need to score applicants;
- Prescribing a process for managing conflicts of interest;
- Stressing negative data would not disadvantage applicants if it was used as evidence of the capacity to reflect on and improve practice;
- Stressing applicants are not required to demonstrate excellence in all criteria.

The Committee discussed nomination and identification processes for existing and proposed Griffith teaching recognition schemes, which were documented in a paper tabled by the Chair. Members suggested:

- A prompt be added to SET and SEC, asking students if they would like to recommend the teacher for an award;
- Names of staff who are nominated by a certain percentage of students are collated by QPS and sent to the Deans (Learning and Teaching), either for Deans’ Letters of Commendation and/or encouragement to apply for a Faculty Learning and Teaching Citation and/or a GAET;
- No student nominations are solicited for GAETs.

The process and guidelines will continue to be reviewed in future meetings.

**ActionS**

Chair and Secretary to amend GAET Guidelines and forward to Learning and Teaching Committee for approval.

Guidelines for Award Panels to be returned to next meeting for further discussion.

Nomination and identification processes to be returned to next meeting for further discussion.

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### Item 9.0

**ALTC Standing Item**

**Description**

The Chair advised the Committee that applicants are currently being identified and recruited for ALTC Fellowships, Discipline Scholars and the Australian Awards for University Teaching.

**Action**

Noted.

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### Item 10.0

**Other Business**

**Description**

The Committee’s attention was drawn to the new University of Southern Queensland Teaching Academy at [http://www.usq.edu.au/learnteach/path/grantsawards/teachacad.htm](http://www.usq.edu.au/learnteach/path/grantsawards/teachacad.htm).

**Action**

Noted.
### Item 11.0 NEXT MEETING:

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<tr>
<th>Description</th>
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<td>10am -1pm on the 24th November in Room 2.01 Bray Centre (Includes Christmas break up) – please send Secretary dietary requirements.</td>
<td>Noted.</td>
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Confirmation of minutes

Date: