A meeting of the Educational Excellence Committee was held at 10.00am on Monday 4 October and video-conferenced between Room 2.06, Bray Centre (N54) Nathan campus and Room 3.01 Multimedia Building (G23) Gold Coast campus.

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:
Professor Keithia Wilson (Chair)
Associate Professor Rod Barrett
Ms Christine Grimmer
Associate Professor Saras Henderson
Professor Kerri-Lee Krause
Dr Ann McDonnell
Ms Di Selzer
Dr Peter Woods
Acting Secretary Lori Wright

Absence: Dr Steve Drew

Action: Apologies noted.

Contents

Item 3.0 CONFIRMATION OF ACTION SHEET

Action
The action sheet of the 3/2010 meeting was accepted as a true and accurate record of the Committee's meeting.
Item 4.0 CHAIRPERSON’S REPORT

Description

4.1 ALTC Update

The Committee noted the outcomes of the 2010 Australian Awards for University Teaching. Four applications were submitted from Griffith – three in the Awards for Teaching Excellence category and one in the Awards for Programs that Enhance Learning. The following applications in the Excellence in Teaching category were successful:

- Category 3: Humanities and the Arts
  Dr Scott Harrison, School of Education and Professional Studies and Queensland Conservatorium
- Category 8: 2010 Priority Area – Internationalisation
  Dr Peter Woods, Department of International Business and Asian Studies

The Committee warmly congratulated its member, Dr Peter Woods, on his success in these Awards.

Actions

Noted

Item 5.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE STANDING ITEM - Update

Description Nil

Actions Nil

Item 6.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) STANDING ITEM

Description

At this point of the meeting Dr Peter Woods left the room for discussion of this item. Dr Woods was an applicant in this year’s Awards.

The Selection Panels for the GAETs have concluded their discussions. A confidential list (2010/0010253) containing the successful 2010 GAET Award Recipients and Highly Commended Certificate recipients was before the Committee. It was noted that one Award category – Humanities and the Arts - was listed as “outcome pending”. The Chair advised that no award would be made in this category. The EEC Committee endorsed the list for forwarding to the Chair of the Learning and Teaching Committee for executive approval.

The Chair, EEC will executively approve the Notes from the GAET Selection Panels when available to allow for feedback to be provided to all successful and unsuccessful applicants.

Dr Woods rejoined the meeting and the Committee congratulated Dr Woods on his success on receiving the Law, Economics, Business and Related Studies Award at this year’s GAETs.

The Chair requested that an updated list of the numbers of nominations and applications for the GAETs be provided at the next meeting so that EEC can compare the numbers with those from 2009., and maintain the historical database.

It was noted that the Vice Chancellor and Deputy Vice Chancellor (Academic) have requested changes to the GAETs for 2011 which include:

- the provision for a $5,000 VC’s Griffith Teacher of the Year Award - the strongest winner from the 4 Group Individual Awards category;
- cutting down the discipline area awards to 4 to align with the Groups rather than the current ALTC categories;
- align the Faculty L & T citations with the new Group structure with 7 in total for AEL and not specified by School (instead of 8 and aligns with Business which is the same size);
- ensure that the current special area categories are still aligned with ALTC for 2011.
The EEC recommends endorsement to the Learning and Teaching Committee of the inclusion of the Griffith Teacher of the Year Award in the GAETs from 2011 and recommends that the Deputy Vice Chancellor (Academic) make the decision from amongst the 4 Group Individual Awards categories.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Secretary to forward revised list of 2010 GAET Award recipients and Highly Commended Certificate recipients (2010/0010257) to the Chair, Learning and Teaching Committee for executive approval.</td>
</tr>
<tr>
<td>2. Chair to executively approve the Notes of the GAET Selection Panels.</td>
</tr>
<tr>
<td>3. Secretary to provide an historical listing of nominations and applications for the GAETs to the next meeting.</td>
</tr>
<tr>
<td>4. Secretary to advise Secretary, Learning and Teaching Committee of EEC's endorsement of the inclusion of the Griffith Teacher of the Year Award in the GAETs from 2011 and that the Deputy Vice Chancellor (Academic) be the decision maker for this Award.</td>
</tr>
</tbody>
</table>

**Item 7.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING GUIDELINES**

**Description**

The EEC recommends the following changes to the Griffith Grants for Learning and Teaching Guidelines:

**Reporting Requirements**

- Grant holders be required to submit progress reports and final reports to the Secretariat via the generic email address grants-sec@griffith.edu.au

**Eligibility**

- Ensure that grant holders have met the reporting requirements for previous grants before making application for new grants. This process will be streamlined with progress and final reports being lodged with the Secretariat.

The EEC recommends the Griffith Grants for Learning and Teaching Guidelines (2010/0010254) incorporating the above changes with track changes be referred to Learning and Teaching Committee for endorsement.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Secretary to forward the track changed Griffith Grants for Learning and Teaching Guidelines (2010/0010254) to the Secretary, Learning and Teaching Committee.</td>
</tr>
</tbody>
</table>

**Item 8.0 ALTC STANDING ITEM - UPDATE**

**Description**

The EEC noted the ALTC Grants changes for 2011.

The EEC had before it three lists of potential applicants in preparation for ALTC citation and award applications for 2011. The EEC recommends:

- these lists move forward to the Secretariat to compile a final list;
- that the final list be circulated to the Deans, Learning & Teaching for feedback to the Secretariat;

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Secretary to provide the three lists of potential ALTC applicants to the Head of the Secretariat with the recommendation that the final list be circulated to the Deans, Learning &amp; Teaching for feedback.</td>
</tr>
</tbody>
</table>
### Item 9.0 PROMOTING EXCELLENCE INITIATIVE - STANDING ITEM

**Description**

Chris Grimmer reported that the Promoting Excellence Initiative Project final report is due on 29 October. She will provide a draft final report to the next EEC meeting.

The EEC had before it academic group lists of recipients of awards and grants. The EEC recommends to the Learning and Teaching Committee that as an outcome of the PEI Project that the Deans, Learning & Teaching be provided with this information to enable them to maintain a database of recipients of awards and grants in their academic group.

**Action**

1. Chris Grimmer to provide a draft final report of the Promoting Excellence Initiative Project to the next meeting.
2. Secretary to forward the academic group lists of recipients of awards and grants to the Secretary, Learning and Teaching Committee with a recommendation that this information be disseminated to the Deans, Learning & Teaching.

### Item 10.0 PRINCIPLES TO PROMOTE EXCELLENCE IN LEARNING AND TEACHING AT GRIFFITH: IMPLEMENTATION PLAN STANDING ITEM

**Description**

Chris Grimmer provided a verbal report on the latest Celebrating Excellence in Teaching week which incorporated displays, podcasts and posters of the principles that were developed throughout the year.

**Action**

Noted

### Item 11.0 THE REVIEW OF ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES – SELF REVIEW OF EDUCATIONAL EXCELLENCE COMMITTEE

**Description**

As an outcome of the Review, the EEC’s membership has been changed and the EEC had been requested to review its functions to more clearly define its operational role. The Committee had before it a revised EEC Constitution (2010/0010255) with the membership track changes as per the Review’s suggestions. These changes also included Executive Group’s recommendation that the membership should include only one academic staff member from each group (rather than two).

**Amendment of EEC functions**

EEC members discussed the EEC Constitution with a view to defining more clearly its operational role.

**Number of Academic Staff Members per Group**

EEC members consensually supported the retention of two academic staff members from each Group. The reasons for this recommendation are three-fold –

1. As most EEC academic staff members are active teachers, their teaching commitments may prohibit their attendance at EEC meetings for a semester if there is a clash with their classes.
2. Dual Group representation means that when EEC members are on ASP leave, their Group is still able to provide input via their second representative.
3. EEC regards the process of dual Group membership as a means of building and enhancing leadership capability in learning and teaching in the Groups. As a result of their Committee membership, academic staff are well informed regarding learning and teaching awards, grants and fellowship schemes, and are well placed to disseminate this information back into their Groups, particularly as members of their School and/or Group Learning and Teaching Committees.

The Chair requested that the revised Constitution be circulated to EEC members so that the Chair could executively approve a response to go to the Learning and Teaching Committee meeting scheduled for 11 October.
<table>
<thead>
<tr>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The revised Educational Excellence Committee Constitution (2010/0011561) has gone forward to the Learning and Teaching Committee. The Chair’s executive approval will be ratified at EEC’s next meeting.</td>
</tr>
</tbody>
</table>

### Item 12.0 OTHER BUSINESS

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

### Item 12.0 NEXT MEETING

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00am – 12:30pm Monday, 22 November video-conferenced between N54_2.06 Nathan Campus and G34_1.04 Gold Coast Campus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Noted.</td>
</tr>
</tbody>
</table>

**Confirmation of minutes__________________________ Date: ________________**