GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

A meeting of the Educational Excellence Committee will be held at 2.30pm on Monday 11 September 2006 in M24_3.11A, Psychology Building, Mt Gravatt campus.

ACTION SHEET

PRESENT:

Professor Michelle Barker
Dr Ann McDonnell
Mr Kevin Ashford-Rowe
Ms Heather Cameron
Dr Cameron Allan
Dr Duncan Nulty

APOLOGIES:

Dr Cristina Poyatos-Matas
Dr Sam Di Mauro
Ms Margaret Fairman
Professor Alan Knight

Secretary: Christine Grimmer

<table>
<thead>
<tr>
<th>Name of Item</th>
<th>Brief Description</th>
<th>Action</th>
<th>Attachment</th>
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<tr>
<td>Minutes</td>
<td>The Action Sheet for the 6/2006 was approved.</td>
<td>Moved Kevin Ashford-Rowe</td>
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<td>Apologies</td>
<td>Cristina Poyatos-Matas, Ann McDonnell</td>
<td>Seconded Duncan Nulty</td>
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<td>3.0 CHAIR’S REPORT</td>
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<td>3.1 GRIFFITH</td>
<td>The Chair noted that there was a pleasing increase in the number of nominations</td>
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<tr>
<td>AWARDS FOR</td>
<td>for the Griffith Awards for Excellence in Teaching</td>
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<td>TEACHING</td>
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<td>3.2 RHD</td>
<td>The Chair noted that Professor Joy Cumming has been invited to attend a</td>
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<td>SUPERVISION</td>
<td>future meeting of Educational Excellence</td>
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<td>PROPOSAL</td>
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Committee to discuss the proposal for examining the experience of post graduate supervisors put forward from the Committee

**GRiffith Awards for Excellence in Teaching Feedback Schedules**

The Committee approved the documents:
1. Guidelines for Selection Panel members
2. Feedback templates - subject to the inclusion of a space for comments at the end of each criterion

The Secretary to modify the feedback templates for each category to include space for comments at the end of each criterion.

Provide a Master Sheet for each Panel based on the template provided by Heather Cameron.

The Master Sheet is to include space for a one sentence comment on each candidate.

**Student Success in External Scholarships and Awards**

At its 1/2006 meeting, the Educational Excellence Committee noted a request from the Deputy Vice Chancellor (Academic) that the Committee monitor the progress of the University and the Groups towards the strategic goal of improving the quality of the student body, specifically progress on the indicator: *Student success as evidenced by significant external scholarships or awards.*

1. Make a recommendation to the Deputy Vice Chancellor (Academic) on the set of significant external scholarships or awards which should be the subject of the KPI, together with the targets for each scholarship.
2. Provide advice on and monitor the strategies

The Secretary was requested to work with the Chair to prepare a summary document in response to the three requirements for gathering data against targets.

The Committee requested the Secretary to collate responses from Academic Groups and to draft a response to the Deputy Vice Chancellor (Academic) on progress with monitoring the indicators.
which are put in place at University level and Group level to achieve the targets.

3. Put in place a process to monitor progress towards the targets, specifically to collect data on numbers of applicants and winners for each of the designated scholarships, and report on progress towards the KPI targets to the Learning and Teaching Committee.

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<th>SUB-COMMITTEES OF EDUCATIONAL EXCELLENCE COMMITTEE</th>
<th>The Educational Excellence Committee is required amongst its functions to:</th>
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<td>(4) Conduct and operate a program that celebrates student learning and achievements</td>
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<td>(5) Conduct and operate the set of Scholarships and awards known as the Griffith University Excellence Awards which include the Sports Scholarship, the Academic Scholarships, and the Excellence Expo Awards.</td>
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Three sub-committees of Educational Excellence Committee (below) operate to fulfill the functions listed above:

1. Academic Scholarships Committee
2. Sports Scholarship Committee
3. Excellence Expo Committee

Representatives of the three committees attended the Educational Excellence Committee to report on activities.

The Secretary will provide feedback to the Learning and Teaching Committee on the activities reported.

Confirmed: .................................................................
(Chair)

Date: .................................................................

The next meeting of the Educational Excellence Committee will be held on Monday 23rd October 2006 (Venue: N54_2.06)