GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at **10:00am – 12:30pm on Monday, 17 March 2014** in Meeting Room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

Apologies may be recorded by telephoning Leigh Sawyer on extension 27055, or by emailing leigh.sawyer@griffith.edu.au

DISTRIBUTION LIST

Committee Members

The Chair of the Committee who shall be nominated by the Deputy Vice Chancellor (Academic)
Professor Keithia Wilson Until December 31st 2014

Two Academic Staff per Academic Group nominated by the Group Pro-Vice Chancellor

Dr Therese Wilson (AEL) Until December 31st 2015
Professor Ramon Shaban (HTH) Until December 31st 2015
Professor Darryl Hawker (GS) Until December 31st 2015

Dr Liz Van Acker (GBS) Until December 31st 2014
Associate Professor Janet Ransley (AEL) Until December 31st 2014
Professor Ross Guest (GBS) Until December 31st 2014
Dr Niru Nirthanan (HTH) Until December 31st 2014
Associate Professor Dianne Watters (GS) Until December 31st 2014

Dean, Centre for Learning Futures or Nominee
Ms Christine Grimmer Until December 31st 2014

Academic Registrar or Nominee
Ms Rosemary Marson Until December 31st 2014

Undergraduate Student

Until December 31st 2014

Postgraduate Student

Until December 31st 2014

Secretary: Ms Leigh Sawyer

Other Copies

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Spare copy (attachments)

Committee SharePoint Web Address

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www.griffith.edu.au/committees
AGENDA

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Leigh Sawyer
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

The minutes of the 7/2013 meeting have been distributed.

To be taken as read and confirmed.

4.0 MEMBERSHIP

Educational Excellence Committee members will wish to express their appreciation to the following outgoing Committee members for their contributions to the work of the group during their terms of office:

Dr Catherine Howlett (GS)

Educational Excellence Committee members will wish to welcome the following new or returning Committee members:

Professor Darryl Hawker (GS)
Dr Therese Wilson (AEL)
Professor Ramon Shaban (HTH)

For noting

5.0 CHAIR’S REPORT

The Chair will report on items of interest that have arisen since the previous meeting.

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION
6.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) AND GROUP LEARNING AND TEACHING CITATIONS – STANDING ITEM

GAET AWARDS UPDATE AND REVIEW FOR 2014

6.1 At its 7/2013 meeting the Educational Excellence Committee considered a draft copy of the revised GAET guidelines for 2014 (2013/0006762) and approved these to go forward to the December meeting of Learning and Teaching Committee with very minor amendments. A document summarising the changes was approved to go forward to the December meeting of Learning and Teaching Committee. These changes were all approved by the LTC members for launching in 2014.

6.2 A copy of the latest version of the guidelines (2013/0006762)) and the document summarising the changes (2013/0006764) are attached for members' information.

6.3 The Griffith Awards & Citations for Excellence in Teaching schemes will be launched via broadcast email in the week beginning 24th March (Week 4).

For noting and discussion

7.0 GRIFFITH GRANTS AND FELLOWSHIPS FOR LEARNING AND TEACHING – STANDING ITEM – UPDATE

GGLT UPDATE AND REVIEW FOR 2014

7.1 Learning Futures will be holding a Learning and Teaching Grants Workshop addressing both Griffith Grants and Fellowships and Office for Learning and Teaching Grants on 20 and 25 March 2014.

8.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING – INTERIM AND FINAL REPORTS

8.1 In accordance with the Griffith Grants for Learning and Teaching Guidelines, the Educational Excellence Committee is asked to review the interim and final reports of all successful University level learning and teaching grant recipients and provide feedback to project teams.

8.2 Section 8.1 of the Griffith Grants for Learning and Teaching Guidelines state:

Reports must be submitted in the format of the report template. The templates are intended to be dynamic documents that provide a complete record of the project’s reports and feedback on reports from the relevant review committees. The template, complete with the review committee’s feedback, will be returned to project leaders to retain, so the next section of the template can be completed for the second and/or final report.

The Educational Excellence Committee may request applicants at any of the four grant levels to revise and re-submit their reports in line with specific feedback provided. Such feedback is designed to enhance the possible success of the project.

8.3 There are no grant reports for the consideration of the Committee at this meeting

For discussion and recommendation
9.0 **ANNUAL REPORT FOR THE EDUCATIONAL EXCELLENCE COMMITTEE FOR 2013**

9.1 Attached for members’ consideration is the 2013 Annual Report (2014/0006501), including Appendix 1, which includes the work plan for 2014 for the Educational Excellence Committee. This Report will be tabled at both the Learning and Teaching Committee and the Academic Committee. The Chair is seeking the input of Committee members into the final Report. The Report is a requirement of the University’s Academic Committee.

*For discussion*

10.0 **OLT STANDING ITEM – UPDATE**

**2014 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS**

10.1 Two Fellowship applications – one national and one senior – were submitted to the OLT on February 3. In addition, nine Citation applications and four award applications are currently under preparation. The list of applicants will be tabled for noting (2014/0006502) in a confidential document at the meeting and time frames for the national scheme will be discussed.

10.2 The 2014 Australian Awards for University Teaching Nomination Instructions include the following changes:

- Citation nominations
  - The maximum number of citation nominations per institution is reduced from eight to six.
  - The requirement of institutional ranking of citation nominations is removed.
  - Team nominations must include an additional one page description explaining the role and indicating the percentage contribution of each team member. The total of all members’ contributions to the activity or program should not exceed 100 per cent.
  - The wording of the citation is to inform the broadest possible audience about the work of the nominee. It is important to avoid jargon, to include the discipline of the nominee or the nature of the support service provided, and the distinctive contribution of the nominee.

- Teaching and Program Award nominations
  - The 2014 priority area for Teaching Awards remains: High impact intervention for progression, retention and attainment.
  - Team nominations must include an additional one page description which identifies and explains the role and percentage contribution of each team member. The total of all members’ contributions to the activity or program should not exceed 100 per cent.
  - Curriculum Vitae are not required for Program Award nominations.
  - A three minute video as supporting material is encouraged in the form of a YouTube link.

*For noting and discussion*

**2014 OLT GRANTS SCHEME**

10.3 The first round of OLT grant applications has been submitted for 2014. There were 3 full applications with Griffith as the lead institution and 1 full application with Griffith as partner for OLT Grants. The list of applicants will be tabled for noting (2014/0006503) in a confidential document at the meeting.
10.4 The OLT has advised that decisions on round 1 2014 grants will be communicated in mid to late April 2014.

10.5 In the round 2 2013 applications, Caryl Bosman, Griffith School of Environment, received funding for a seed grant for “Planning studio in the 21st century: educating leaders for a complex world”. Associate Professor Wendy Loughlin is a partner in a QUT led strategic priority project “Enhancing the training of mathematics and science teachers”. Matthew Campbell from the Queensland Institute of Business and Technology is a partner in a QUT led grant “Building Institutional Capacity to enhance access, participation and progression in work integrated learning (WIL)”.


For noting and discussion

11.0 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

11.1 The Committee has a standing item concerning the identification of strategic issues in learning and teaching which are relevant to staff engagement with awards and grants in learning and teaching.

11.2 GALTS (Griffith Academy of Learning and Teaching Scholars) members have met for 2014 to decide on 2014 priorities. These include:

- **Mentoring** Ongoing mentoring of GAET and OLT applicants for awards and grants
- **Capacity Building in LT** – three events proposed
  - A Vision series on L&T for the 21st century – a partnership between Learning Futures and GALTS with national and international scholars;
  - L&T Grants Workshop with a focus on developing effective projects
  - OLT Fellowship Workshop designed to inform interested staff about the Fellowship process with a view to recruiting applicants for the next 3 to 5 years.

11.3 New members are invited to note the attachment (2014/0006504) outlining the Terms of Reference for the Griffith Academy of Learning and Teaching Scholars (GALTS).

For noting and discussion

12.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

12.1 The nominee of the Deputy Academic Registrar, Ms Rosemary Marson, will provide an update on the work of the Queensland Promoting Excellence Network.

For discussion and noting

13.0 CELEBRATING TEACHING EVENTS 2014

13.1 At the November 2013 meeting members agreed to provide input at a meeting in mid-2014 into the design and content of Celebrating Teaching Week for 2014, particularly around institutional priorities and members’ knowledge of innovative practice within their groups.

For discussion and noting

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION
NIL

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATION

NIL

14.0 OTHER BUSINESS

15.0 2014 MEETING SCHEDULE

15.1 The next Educational Excellence Committee is scheduled to be held on the following dates in 2014, all meetings (with one exception) are scheduled for Monday 10:00 am – 12:30 pm:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue Allocated</th>
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<tbody>
<tr>
<td>3 February</td>
<td>NA/GC</td>
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<tr>
<td>17 March</td>
<td>NA/GC</td>
<td>N54_2.06</td>
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<td>14 April</td>
<td>NA/GC</td>
<td>G34_1.04</td>
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<td>19 May</td>
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<td>21 July</td>
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<td>1 September</td>
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<td>7 October (Tuesday)</td>
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<tr>
<td>17 November*</td>
<td>NA/GC</td>
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*This meeting is also booked for Nathan in N54_2.01 or N54_2.02.

For noting