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, 9th March 2015 in 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 2016

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 Deborah Griffin (GBS) Until December 31st 2016
Associate Professor Gemma Carey (AEL) Until December 31st 2016
Associate Professor Mark Brimble (GBS) Until December 31st 2016
Dr Gary Grant (HTH) Until December 31st 2016
Associate Professor Dianne Watters (GS) Until December 31st 2016

Dean, Centre for Learning Futures or Nominee
Ms Christine Grimmer Until December 31st 2015

Academic Registrar or Nominee
Ms Georgina Tkacz Until December 31st 2016

Undergraduate Student
Vacant Until December 31st 2014

Postgraduate Student
Vacant Until December 31st 2014

Secretary: Ms Leigh Sawyer

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Committee SharePoint Web Address

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GRiffith University
Educational Excellence Committee

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 5/2014 meeting have been distributed.

To be taken as read and confirmed.

4.0 MEMBERSHIP

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

Dr Deborah Griffin (GBS)
Associate Professor Gemma Carey (AEL)
Associate Professor Mark Brimble (GBS)
Dr Gary Grant (HTH)
Associate Professor Dianne Watters (GS)
Ms Georgina Tkacz (nominee of the Academic Registrar)

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 2015**

6.1 At the 5/2014 meeting members considered the 2014 Griffith Awards & Citations for Excellence in Teaching Guidelines and a document summarising the feedback of the GAET Selection Panels and the Grants and Awards team in administering the scheme and proposing recommendations to address issues identified (2014/0006525). Members were asked to review the current Guidelines for the Griffith Awards and Citations for Excellence in Teaching with a view to making recommendations to Learning and Teaching Committee for changes for 2015.

6.2 EEC made a number of recommendations relating to eligibility, evidence, student nominations, application formatting and online application tools, with some of these recommendations requiring edits to the Guidelines.

6.3 Since the 5/2014 meeting, the Office for Learning and Teaching has published its 2015 Australian Awards for University Teaching Programme Information and Nomination Instructions (published December 2014). The 2015 instructions include revised assessment criteria for Citations and Programme and Teaching Awards, and merging of some Programme award categories. Griffith’s internal award scheme selection criteria to date have closely aligned with the OLT criteria which allows successful Griffith award recipients to build on these applications if they are nominated to apply at the national level.

6.4 The 2015 OLT assessment criteria has been reduced to four criteria, removing the criterion from previous years “Approaches to assessment and feedback that foster independent learning”. Responses to this assessment criteria for Griffith award applicants has previously been a useful source of evidence for future OLT citation and award submissions, and will be retained in the GAET Guidelines for 2015.

6.5 Further, in February 2015, the Dean Learning Futures consulted with Deans Learning and Teaching and the Academic Provost regarding possible additional Griffith Awards for Excellence in Teaching categories. These categories were endorsed by the Academic Provost and approved by the Learning and Teaching Committee on 23 February 2015. The new Excellence in Teaching Priority Area awards are:

- **Leadership of Learning and Teaching Award**
- **Innovation in Learning Design Award**
- **Student Advising Award**

The endorsed award categories and descriptors are attached as 2015/00001).

6.6 The Chair and Secretary have incorporated the EEC recommendations, revised OLT selection criteria and the endorsed new award categories into the revised 2015 Guidelines for members’ consideration. These edits and activity to date to address the remaining recommendations from the 5/2014 meeting are summarised in the attachment, Summary of proposed changes to 2015 Griffith Awards and Citations for Excellence in Teaching Guidelines (2015/00002). The draft revised 2015 Guidelines are also attached (2015/00003).

**Recommendations**

The EEC is asked to:
• review the edits to the guidelines for the Griffith Awards and Citations for Excellence in Teaching with a view to making recommendations to the Academic Provost for Executive approval and tabling at LTC for changes for 2015; and
• consider and discuss the activity to date to address the other recommendations from the 5/2014 meeting.

For consideration, discussion and recommendation

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

GGLT UPDATE AND REVIEW FOR 2015

7.1 Seven Strategic Priority Scheme applicants were successful in obtaining grants in the 2014 round. One applicant is yet to respond to the Panel's request for additional information, if the applicant addresses this feedback satisfactorily this application will proceed.

7.2 In 2015 the Griffith Grants for Learning and Teaching Scheme key dates are:

- Scheme opened: 11 May 2015
- Learning Futures conducts workshops “Writing Expressions of Interest for Griffith Grants for Learning and Teaching”: 26 and 27 May 2015
- Expressions of Interest due: 29 June 2015
- Successful EOI applicants advised to proceed to full application 7 August 2015
- Full Applications due: 21 September 2015

For noting

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 that applicants 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 noting

9.0 ANNUAL REPORT FOR THE EDUCATIONAL EXCELLENCE COMMITTEE FOR 2014
9.1 Attached for members’ consideration is the 2014 Annual Report (2015/00004), which includes the work plan for 2015 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.

10.0 **OLT STANDING ITEM – UPDATE**

**2015 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS**

10.1 In December 2014 the University was notified that all 4 applications for 2014 Australian Awards for Teaching Excellence and Program Awards were successful. At the AAUT Ceremony in Canberra on 9 December, Associate Professor Brydie-Leigh Bartleet was awarded the Australian University Teacher of the Year Award. This is Griffith’s most successful year in the AAUT award submissions. A summary of national outcomes for the 2014 OLT Awards round by successful University and number of awards received is attached for noting (2015/00005).

10.2 The Office for Learning and Teaching published the 2015 Australian Awards for University Teaching Programme Information and Nomination Instructions in December 2014. The revised instructions include the following changes from 2014:

**Citations**
- Maximum number of Citations will be reduced from 160 to 150
- Assessment criteria for Citations have been changed from five to four

**Teaching and Programme Awards**
- Amendment of the assessment criteria for Programme and Teaching Awards
- Some categories of the Programme awards have been merged. There are six categories in 2015 instead of eight
- Teaching awards nominees no longer have to provide student survey questionnaires as a supporting document, however, student data should be drawn from their institution’s quality surveys or a broader source of evidence to support excellence of teaching throughout.

The Citation and Award monies granted as a prize to the recipient’s institution must be spent within three years

10.3 One National Senior Teaching (Professor Amanda Henderson) and one National Teaching (Dr Jessica Vanderlilie) fellowship application were submitted to the Office for Learning and Teaching on 2 February. In addition, eleven Citation applications and five award applications are currently in preparation. The list of applicants will be tabled for noting (2015/00006) in a confidential document at the meeting and time frames for the national scheme will be discussed.

*For noting*

**2015 OLT GRANTS SCHEME**

10.4 On 28 November 2014, Griffith submitted 4 full applications and seven Expressions of Interest for 2015 Round 1 Innovation and Development grants. The OLT is yet to advise the outcome of Round 1 applications. The due date for applications for round 2 2015 is 22nd June 2015. Interested applicants are required to submit an internal
Expression of Interest by 9th March 2015, only full proposals from successful R1 EOIs and Seed project applications may be submitted in Round 2.

For noting and discussion

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

The Chair advised members at the 5/2014 meeting that the Dean Learning Futures had reported that there was no update to report on the Teaching-Focussed Academic Careers@Griffith strategy, and would therefore invite the Dean Learning Futures to report at the next meeting. The Dean Learning Futures and the newly appointed Project Officer, Dr Paula Myatt will provide an update and Dr Myatt will seek feedback from Committee members on strategic issues.

For noting and discussion

12.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

The nominee of the Dean Learning Futures will provide an update on the work of the Queensland Promoting Excellence Network.

For discussion and noting

13.0 CELEBRATING TEACHING EVENTS 2015

The University’s Celebrating Teaching Week was held in the week beginning 3rd November, offering opportunities for Griffith staff to engage in a diverse range of local and University-wide events. The Celebrating Teaching Gala Nights were held at the Gold Coast campus on Monday 3rd and at Nathan Campus on Thursday 6th November, recognising the winners of the Griffith Awards for Excellence in Teaching and Griffith staff who have won national Teaching Excellence Awards, Grants and Fellowships.

The nominee of the Dean Learning Futures will provide an update on Celebrating Teaching Week and Gala nights events in 2014 and planning underway for 2015.

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 2015 MEETING SCHEDULE

14.1 The next Educational Excellence Committee is scheduled to be held on Monday 11\textsuperscript{th} May 2015. The schedule of meetings for 2015 is detailed in the table below. All meetings are scheduled for \textbf{Monday 10:00am – 12:30pm}:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue Allocated</th>
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<tbody>
<tr>
<td>11 May 2015</td>
<td>NA/GC</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>13 July 2015</td>
<td></td>
<td>G34_1.04</td>
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<tr>
<td>7 September 2015</td>
<td></td>
<td></td>
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<tr>
<td>12 October 2015</td>
<td></td>
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</tbody>
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\textit{For noting}