EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10:00am – 12:00pm on Monday, 11th May 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
Masaichiro Oi Until December 31st 2015

Secretary: Ms Leigh Sawyer

Other Copies
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Committee SharePoint Web Address

- [https://committees.griffith.edu.au/Pages/Home.aspx](https://committees.griffith.edu.au/Pages/Home.aspx)
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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 1/2015 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:

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 1/2015 meeting members considered the Summary of proposed changes to 2015 Griffith Awards and Citations for Excellence in Teaching Guidelines (2015/00002) and revised 2015 Griffith Awards & Citations for Excellence in Teaching Guidelines (2015/00003). Members endorsed the revised Guidelines with a view to making recommendations to the Academic Provost for Executive approval and ratification at Learning and Teaching Committee. The Academic Provost approved the Guidelines for launching in 2015 and has since been ratified by Learning and Teaching Committee. The Guidelines have now been uploaded to the policy library.

6.2 The Griffith Awards & Citations for Excellence in Teaching schemes were launched via broadcast email from the Academic Provost on 20th April 2015. A copy of the broadcast email is attached for members' information (2015/00008). The key dates for the schemes are:

- Group Learning and Teaching Citations applications are due on Monday, 1 June
- Griffith Awards for Excellence in Teaching nominations close on Monday, 29 May
- Griffith Awards for Excellence in Teaching applications are due on Tuesday, 21 July

6.3 Learning Futures held workshops on 16th and 17th April 2015 titled “Writing Applications for Griffith Group Learning and Teaching Citations” and will hold two workshops in May titled “Writing Applications for Griffith Awards for Excellence in Teaching”.

6.4 At the 1/2015 meeting members also noted the activity to date to address the other recommendations from the 5/2014 meeting as outlined in the Summary of proposed changes to 2015 Griffith Awards and Citations for Excellence in Teaching Guidelines (2015/00002) paper. Following the 1/2015 meeting, the request for a quote from the Corporate Web team to develop a web form to receive Griffith Awards for Excellence in Teaching (GAET) applications online via the Grants and Awards web page was received and approved, and web forms for the Group Learning and Teaching Citation and GAET applications were developed and approved by the Chair. The Chair execively approved minor revisions to the Guidelines to reflect the new online submission process.

6.5 Arising from a discussion within the Graduations unit about streamlining graduation ceremonies, the DVC (Engagement) brought forward to the senior management group an item about the recognition of Griffith Awards for Excellence in Teaching winners at those ceremonies. In order to streamline future graduation ceremonies, and in light of the increase in the number of GAET categories this year, it was decided that only the four Excellence in Teaching Group award winners (one from each Group) plus the award of Vice Chancellor’s Award for Griffith University Teacher of the Year should be presented at the relevant ceremonies rather than all GAET awards. All award winners are still to be recognised at the annual Gala events. Therefore, a minor edit to the Griffith Awards and Citations for Excellence in Teaching Guidelines is proposed to reflect this change in protocol detailed in the attached paper (2015/00009).

6.6 The Guidelines require that Selection Panels are established by the EEC to review and evaluate GAET applications to advise the Committee in making recommendations to the Learning and Teaching Committee for the annual award of GAET. Each Selection Panel is chaired by a member of the Educational Excellence Committee. Where
possible, panels comprise academic representatives from all academic Groups, a member of the Educational Excellence Committee, a representative from Learning Futures, a previous award winner, a general staff member, and, as appropriate, staff with expertise in a specific category. The Deans (Learning and Teaching) are members of the Group Awards Panel.

6.7 Given that the Griffith Awards & Citations for Excellence in Teaching schemes are now open, EEC is asked to discuss the number and composition of GAET Selection Panels for 2015, particularly in light of the introduction of three new award categories, and the previously successful panel structure. In 2014 the following structure was used:

- A single Panel for the 4 Group Individual Awards, chaired by the Chair EEC, and including the Dean Learning Futures, the four Deans Learning & Teaching;
- Other Panels chaired by an EEC member to ensure greater consistency (see Guidelines for Panel Chairs attached (2015/00010));
- The number of Panels to be determined by the number of applications in each category, with each Panel assessing applications in two to three Award categories (see 2014 panels attached, 2015/000011);
- The Secretary for EEC acting as the Secretary for each Panel, again as a means of ensuring consistency between Panel processes and outcomes.

**Recommendation**

The EEC is asked to:

- note the implementation of the online submission process for GLTC and GAET applications for 2015;
- review the revised section 4.27 of the Griffith Citations and Awards for Excellence in Teaching Guidelines with a view to making recommendations to the Academic Provost for Executive approval and tabling at Learning and Teaching Committee; and
- consider and discuss the pros and cons of the various possibilities for GAET Selection Panels for 2015, with a view to making a decision on the tentative number, award category make-up and composition of panels in order to facilitate their timely coordination.

*For consideration, discussion and recommendation.*

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

**GGLT UPDATE AND REVIEW FOR 2015**

7.1 Members noted at the 1/2015 meeting that seven Strategic Priority Scheme applicants were successful in obtaining grants in the 2014 round. The Project Leader/s and Titles for these projects are now listed below:

- Project Leader: Associate Professor Leonie Rowan, School of Education and Professional Studies
  Title: Building ‘rapport-ability’ through collegial conversations: Action research for teaching development

- Project Leader: Dr Ian Davis, Griffith Institute for Educational Research
  Project Title: On-line learning peer expert project: Improving skills and approaches in delivering online course content and assessment – PILOT

- Project Leader: Ms Tania Milne, School of Nursing and Midwifery
  Project Title: A framework for the provision of culturally safe and transformative education for ATSI students within midwifery@Griffith
Project Leader: Dr Sven Venema, School of Information and Communication Technology
Project Title: A whole of school approach to facilitating a successful first year in ICT: Measuring the impact on culture and student experience

Project Leader: Dr Michael Howes, Griffith School of Environment
Project Title: Sustainability across the curriculum - A trans-disciplinary approach

Project Leader: Dr Alison McDonald, Griffith School of Environment
Project Title: STEA²M: Collaborative development of an engineering, arts and architecture precinct

Project Leader: Dr Geraldine Torrisi-Steele, School of Information and Communication Technology and Dr Sakinah Alhadad, Learning Futures
Project Title: Enhancing student success and retention by supporting metacognition throughout the BMm program: Pilot study

For noting

GRiffith Grants for Learning and Teaching – INTERIM and FINAL REPORTS

7.2 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.

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

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

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.

7.4 The following grant report is attached (2015/00012) for the consideration of the Committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margo Baas</td>
<td>Career Development Learning Modules for Griffith Online</td>
<td>Final Report</td>
</tr>
</tbody>
</table>

For discussion and recommendation.

8.0 OLT STANDING ITEM – UPDATE

www.griffith.edu.au/committees
2015 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS

8.1 The Office for Learning and Teaching is yet to advise the outcome of the 2015 Fellowships round. Griffith submitted two applications on 2 February 2015.

8.2 Eleven previous Griffith Award winners were invited by the Chair EEC, on behalf of the Academic Provost, and the Dean Learning Futures in November 2014 to apply for OLT Citations in 2015. Since November Learning Futures has worked closely with these academics to support the development of their applications. An Institutional Selection Panel Chaired by the Academic Provost and comprising the Dean Learning Futures, Chair Educational Excellence Committee and two GALTS representatives (Prof Stephen Billett and Assoc.Prof Brydie-Leigh Bartleet) was convened on 13th April 2015. The Panel reviewed near to final draft applications and shortlisted six nominees. This review panel also provided further feedback to enhance the quality of the applications, leading to further application development work.

8.3 The list of OLT Citation nominees and OLT Award applicants will be tabled for noting (2015/00013) in a confidential document at the meeting and time frames for the national scheme will be discussed.

For noting and discussion

2015 OLT GRANTS SCHEME

8.4 On 28 November 2014, Griffith submitted 4 full applications and 7 Expressions of Interest for 2015 Round 1 Innovation and Development grants. The OLT advised the outcomes of the EOI submissions only on 30 April, with the outcome of full applications submitted to be distributed at a later date (when 2015 Round 2 application outcomes are advised). The Griffith staff that submitted EOI are listed below:

- Dr Mike Davies, School of Education and Professional Studies
- A/Prof Brett Freudenberg, Department of Accounting
- A/Prof Karine Dupre, Griffith School of Environment
- Prof Amanda Henderson, School of Nursing & Midwifery
- Prof Scott Harrison, Queensland Conservatorium
- A/Prof Eddo Coiacetto, Griffith School of Environment
- Prof Darryl Low Choy, Griffith School of Environment

8.5 Of the 7 EOI submitted, one was successful and invited to submit a full application in Round 2. Professor Darryl Low Choy from the Griffith School of Environment submitted the successful EOI.

8.6 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. Learning Futures has endorsed all 7 Notices of Intention to Apply as lead institution and 2 partner Notices of Intention to apply received for round 2. Learning Futures will be scheduling a targeted workshop/consultation session in mid May to support the development of round 2 submissions.

For noting and discussion
9.0 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

9.1 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.

9.2 GALTS (Griffith Academy of Learning and Teaching Scholars) members have met for 2015 and identified the following 2015 priorities. These include:
   - GALTS to provide input into the Teaching-emphasis Academic Careers@Griffith strategy project; and
   - GALTS to make the new Griffith Model a standing agenda item.

9.3 New members are invited to note the attachment (2015/00014) outlining the Terms of Reference for the Griffith Academy of Learning and Teaching Scholars (GALTS).

For noting and discussion

9.4 At the 1/2015 meeting members resolved that the Teaching-Emphasis Academic Careers@Griffith strategy project be added to all future EEC agendas as a standing item.

9.5 Dr Paula Myatt will provide an update on the Teaching-Emphasis Academic Careers@Griffith Strategy project.

For noting and discussion

10 LEARNING FUTURES’ PROFESSIONAL LEARNING@GRIFFITH SITE DEMONSTRATION

At the 1/2015 meeting members recommended that Associate Professor Heather Alexander be invited to present a demonstration of the Professional Learning@Griffith site. A/Prof Alexander will attend the meeting to provide a demonstration of the site.

For noting and discussion

11 SET/SEC REVIEW

At the 1/2015 meeting members queried the current status of the SET/SEC review. The Chair recommended that the Dean Learning Futures be invited to the May meeting to present an update on this initiative. The Dean Learning Futures will provide an update on the SET/SEC review.

For noting and discussion

12 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 noting and discussion

13 CELEBRATING TEACHING EVENTS 2015

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

For noting and discussion

14 VICE CHANCELLOR’S TEACHING BURSARIES

14.1 The University offers Vice Chancellor’s Teaching Bursaries for staff enrolled in the Graduate Certificate in Higher Education or Master of Learning. Teaching Bursaries are for the specific purpose of providing teaching relief during the course of study and will be paid to the appropriate School at the end of the semester. Continuation of the Teaching Bursary will be subject to satisfactory program progress.

14.2 One new application was received and approved for Semester 1 and 2 2015. The successful applicant is Dr Georgina Barton, School of Education and Professional Studies.

For noting

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

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

NIL

15 OTHER BUSINESS

16 2015 MEETING SCHEDULE

14.1 The next Educational Excellence Committee is scheduled to be held on Monday 13th July 2015. The schedule of meetings for 2015 is detailed in the table below. All meetings are scheduled for Monday 10:00am – 12:30pm:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 July 2015</td>
<td>NA/GC</td>
<td>N54_2.06 G34_1.04</td>
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<tr>
<td>7 September 2015</td>
<td>NA/GC</td>
<td>N54_2.06 G34_1.04</td>
</tr>
<tr>
<td>12 October 2015</td>
<td>NA/GC</td>
<td>N54_2.06 G34_1.04</td>
</tr>
</tbody>
</table>

For noting