A meeting of the Educational Excellence Committee will be held at 10:00am – 12:00pm on Monday, 13th July 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
  - Sarah Matthews Until December 31st 2015

- Postgraduate Student
  - Masaichiro Oi Until December 31st 2015

- Secretary: Ms Leigh Sawyer

**Other Copies**

- Binding CARMS copy (attachments)
- Spare copy (attachments)

**Committee SharePoint Web Address**

- [https://committees.griffith.edu.au/Pages/Home.aspx](https://committees.griffith.edu.au/Pages/Home.aspx)
- Log into SharePoint via the link [https://committees.griffith.edu.au/Pages/Home.aspx](https://committees.griffith.edu.au/Pages/Home.aspx). Use your Griffith Portal log in details. Click on the “My Committees” button. This page will contain all the Committees you have access to; click on Educational Excellence Committee. Call the Secretary on 27055 for advice or if experiencing difficulties.
GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

AGENDA

A meeting of the Educational Excellence Committee will be held at 10:00am – 12:00pm on Monday, 13th July 2015 in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

Leigh Sawyer
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

The minutes of the 2/2015 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 Committee member:

Ms Sarah Matthews (Undergraduate student representative)

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

PRESENTATION OF AWARDS TO GAET WINNERS AT GRADUATION CEREMONIES

6.1 At its May meeting EEC members considered the proposal to streamline the graduation ceremonies, resulting in the following proposal to the LTC –

6.2 As a result of a discussion within the Graduations unit about streamlining graduation ceremonies, the DVC (Engagement) raised with the Executive Group a reduction in the number of Griffith Awards for Excellence in Teaching (GAET) winners recognised at the graduation ceremonies. With a view to streamlining future graduation ceremonies, and in light of the increase in the number of GAET categories this year, it was proposed that only the four Excellence in Teaching Group award winners (one from each Group) and the Vice Chancellor’s Award for Griffith University Teacher of the Year should be presented at the relevant ceremonies rather than all GAET awards. It was further proposed that all award winners still be recognised at the annual Celebrating Teaching Week Gala Night events. This proposed change required a modification to the current Griffith Awards for Excellence in Teaching Guidelines which indicate that GAET winners will receive their medal or certificate at the Graduation ceremonies.

At the 2/2015 (11 May 2015) meeting of the Educational Excellence Committee (EEC), members considered this proposed change to the Griffith Awards and Citations for Excellence in Teaching Guidelines. All EEC members, including a Postgraduate student representative, were in agreement with the recommendation to the Griffith Learning and Teaching Committee that:

- the current arrangements for the presentation of all Griffith Awards for Excellence in Teaching at graduation ceremonies be retained for several key reasons, including:

  • Graduation ceremonies are an important opportunity to showcase learning and teaching at Griffith and to promote teaching excellence to Griffith students and their families;

  • Students are involved in the nomination process and therefore have an important role in the presentation of the Awards. While students no longer directly nominate staff for a GAET, student feedback data is used to identify the Academic Provost's top 4% of teachers who are then approached to apply for a GAET Award. (Staff who ranked in the top 4% using the overall satisfaction of teaching item in two or more courses, and who also received a high response from student nominations for awards, receive a GAET nomination from the Academic Provost. Griffith data show that these staff are more highly represented in the field of Award applicants over the last 3 years);

  • Academic staff consider it more important to be presented with their Award in the presence of their students, rather than their peers. This has been tested in the past when a similar proposal was made some years ago, resulting in a consultation process with Award winners who all indicated their strong preference to receive their Award at the Graduation ceremony in the presence of their students.

Educational Excellence Committee members recognise that their role is limited to making recommendations and not decisions, and move this matter forward to be considered by the Griffith Learning and Teaching Committee for final decision-making.

6.3 After discussion, members of the LTC agreed with the recommendation from EEC. This recommendation was subsequently moved forward by the Academic Provost to the Vice Chancellor for ratification.

For noting
GAET AWARDS UPDATE AND REVIEW FOR 2015

6.4 At its 2/2015 meeting the Educational Excellence Committee agreed that four selection panels would be convened for 2015 comprising two EEC members, with one of these members taking up the role of Chair. The Chair of each panel, the award category/ies the Panel will assess and notional panel membership was agreed (see Attachment 2015/000011), with the addition of student representative, Masaichiro Oi, as panel member for the Sessional Staff, Early Career and Work Integrated Learning Panel.

6.5 Learning Futures has sent invitations to Panel Chairs and Panel Members seeking availability for panel meetings that will be scheduled between 11th and 22nd August 2015.

6.6 27 (4 did not specify a category) notices of intention to apply have been received. The applicant’s chosen categories are distributed amongst the selection panels as follows:

6.6.1 Panel 1 - Group Excellence in Teaching Award & Leadership in LT Award Panel – 7 applicants
6.6.2 Panel 2 – Sessional Staff, Early Career & WIL Panel – 10 applicants
6.6.3 Panel 3 - Online Teaching Award & Innovation in Learning Design Award Panel – 5 applicants
6.6.4 Panel 4 - Programs and Teams that Enhance Learning, High Impact Strategies for Progression, Retention & Attainment & Student Advising Award – 1 applicants

6.7 The Chair advised at the 2/2015 meeting that the Panel Chair Guidelines would be reviewed at the July EEC meeting before the selection panels meet to review applications.

6.8 Three key documents are attached for EEC members who are either Chairing and participating on the GAET Panels for consideration and discussion –

- Griffith Awards and Citations for Excellence in Teaching Guidelines (2015/000016),
- Guidelines for Griffith Awards for Excellence in Teaching (GAETs) Selection Panels (2015/000017), and
- Guidelines for Griffith Awards for Excellence in Teaching (GAETs) for Chairs of Selection Panels (2015/000018)

Recommendation

6.9 Educational Excellence Committee is asked to consider the documents and discuss the proposed protocols for all GAET selection panels.

For consideration and comment

GRiffith GROUP CITATIONS

6.10 The Group Learning and Teaching Committees have concluded their decisions on the applications for the Griffith Group Learning and Teaching Citations (including the Dean’s Highly Commended Certificates). A table (2015/000019) listing the successful applicants is attached. The Educational Excellence Committee is asked to note the decisions of the Group Learning and Teaching Committees in relation to the applications for Griffith Group Learning and Teaching Citations (including the Dean’s Highly Commended Certificates).

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

GGLT UPDATE AND REVIEW FOR 2015

7.1 Expressions of Interest for the Griffith Grants for Learning and Teaching schemes, Group Projects and Strategic Priority, were due on Monday 29th June. In total 52 EOI\s were submitted in 2015, compared to 59 EOI\s received in 2014. The Group Projects Scheme EOI\s were distributed to the Deans Learning and Teaching for consideration by their selection panels for outcomes to be advised by 27th July. Five (5) EOI\s for Strategic Priority Scheme projects were received and will be provided to the Dean Learning Futures. The table below provides a breakdown by Group of submissions received for each scheme.

<table>
<thead>
<tr>
<th>2015 EOI\s</th>
<th>GROUP</th>
<th>STRATEGIC PRIORITY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AEL</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GBS</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRIFFITH HEALTH</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRIFFITH SCIENCES</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LEARNING FUTURES</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>47</td>
<td>5</td>
</tr>
</tbody>
</table>

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:

*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 At the 2/2015 meeting members endorsed the grant report (2015/00012):

<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>
7.5 Members **Recommended** that Margo Baas be invited to the July EEC meeting to discuss sustainability of this initiative, and that Prof Alf Lizzio also be invited to this meeting.

7.6 Margo Baas will attend the September EEC meeting.

7.7 There are no grant reports to review at this meeting.

*For noting*

8.0 **OLT STANDING ITEM – UPDATE**

2015 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS

8.1 The Office for Learning and Teaching advised the outcome of the 2015 Fellowships round on 6th July. Both Griffith nominees were successful, with Griffith the only University to receive two fellowships this year:

- **Professor Amanda Henderson**  
  National Senior Teaching Fellowship  
  Programme Title: *Establishing education governance frameworks between academia and industry*

- **Dr Jessica Vanderlalie**  
  National Teaching Fellowship  
  Programme Title: *Partnering with alumni to enhance graduate success in the health science disciplines*

8.2 A summary of national OLT Fellowship performance by University is attached as (2015/000020).

8.3 Four 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 Awards in 2015. From November until now Professor Keithia Wilson (Chair EEC) and Professor Alf Lizzio (Dean, Learning Futures) have undertaken intensive application writing and editing to bring the applications to a very high standard. The four applications were submitted on 2nd July.

*For noting*

2015 OLT GRANTS SCHEME

8.4 On 22nd June, Griffith submitted 1 Innovation and Development full application and eight (8) seed applications for 2015 Round 2.

8.5 On 6th July, the OLT announced the outcome of the 2015 Round 1 Innovation and Development Grants. Griffith was successful obtaining two of only 9 grants awarded nationally:

- **Project Leader: Professor Stephen Billett**, School of Education and Professional Studies  
  Title: *Augmenting students' learning for employability through post-practicum educational processes*
Funding: $467,000

- Project Leader: Dr Anoop Patiar, Department of Tourism, Sport and Hotel Management
  Title: Enhancing student employability skills through virtual field trips in the hospitality industry
  Funding: $273,000

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 The Chair has invited Ms Debbie Paltridge, Project Officer, Peer Review Project, to attend the meeting and brief members on the Peer Review Project and the concepts of formative and summative peer review of teaching.

9.3 The Committee is asked to consider the strategy of making peer review of teaching mandatory for all GAET applicants from 2017 onwards as a means of further embedding peer review at Griffith as a practice for enhancing the quality of learning and teaching, in addition to providing further independent data to support claims of good teaching in individual award applicants. It is not proposed that this apply to Group Citation applicants.

For noting, discussion and decision-making

TEACHING-EMPHASIS ACADEMIC CAREERS@GRIFFITH STRATEGY – STANDING ITEM – UPDATE

9.4 At the 2/2015 meeting members invited Dr Paula Myatt to the July EEC meeting to present an update on the Teaching-Emphasis Academic Careers@Griffith Strategy project. Dr Myatt will attend the meeting to present an update.

For noting and discussion

10 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. This item was held over from the May meeting. The Dean Learning Futures will provide an update on the SET/SEC review at the July meeting.

For noting and discussion

11 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

12 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

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

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

NIL

13 OTHER BUSINESS

14 2015 MEETING SCHEDULE

14.1 The next Educational Excellence Committee is scheduled to be held on Monday 7th September 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>7 September 2015</td>
<td>NA/GC</td>
<td>N54_2.06 G34_1.04</td>
</tr>
<tr>
<td>12 October 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For noting