GRiffith University

Educational Excellence Committee

Notice of Meeting

A meeting of the Educational Excellence Committee will be held at 2:00pm – 4:00pm on Monday, 14th September 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 Rosemary Marson Until December 31st 2016

Undergraduate Student
Vacant Until December 31st 2015

Postgraduate Student
Masaichiro Oi Until December 31st 2015

Secretary: Ms Leigh Sawyer

Other Copies

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Spare copy (attachments)

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GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

AGENDA

A meeting of the Educational Excellence Committee will be held at 2:00pm – 4:00pm on Monday, 14th September 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 3/2015 meeting have been distributed.

To be taken as read and confirmed.

4.0  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

5.0  GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) AND GROUP LEARNING AND TEACHING CITATIONS – STANDING ITEM

GAET AWARDS RECOMMENDATIONS

5.1  The selection panels for the Griffith Awards for Excellence in Teaching (GAET) have concluded their deliberations. Panel recommendations for awards and commendations will be tabled at the meeting for consideration by EEC. The Committee’s recommendations will be forwarded to Learning and Teaching Committee (LTC) for final endorsement.

Members are reminded that the recommendations are to remain confidential.

Recommendation
The Educational Excellence Committee is asked to consider and ratify the recommendations of the GAET panels, as detailed in the confidential tabled document (2015/000021).

5.2 The winners for the Excellence in Teaching – Four Group Excellence in Teaching Awards are as follows:

- AEL Mr Paul Sabey, Queensland Conservatorium
- GBS Associate Professor Ruth McPhail, Department of Employment Relations and Human Resources
- HTH Dr Lakal Dissabandara, School of Medicine
- GS Ms Sarah Jane Gregory, School of Natural Sciences

5.3 Members of the EEC may recall that in 2011 the Vice Chancellor’s Award for the Griffith University Teacher of the Year was introduced. The recipient is to be selected from the winners of the Group Excellence in Teaching Award winners and will receive $5,000.

5.4 As Chair of the Learning and Teaching Committee, Professor Adam Shoemaker has asked the EEC to consider the winners from the Groups Excellence in Teaching Awards and to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to him for transmission to the Vice Chancellor.

5.5 To assist members in this process, the full applications for each of the four candidates are attached. In addition, one page summaries of the Selection Panel’s feedback for each of the four applications are also attached (2015/000022).

5.6 Members are asked to read and rank the applications prior to the meeting, and to bring along a list of their applicants in rank order from 1 to 4, where 1 indicates the top ranked applicant. The discussion will commence with the rank order to test the level of initial agreement between members’ perceptions, followed by full discussion of the relative strengths of the applications. The process will involve a testing for consensus regarding a recommendation to the VC and Academic Provost for the Vice Chancellor’s Award for the Griffith University Teacher of the Year. A secret ballot will also be conducted.

5.7 In determining the strongest applicant for the Vice Chancellor’s Award, members are asked to consider in particular the following higher order criteria as discriminators:
- evidence of engagement with the literature on learning and teaching to inform practice;
- evidence of the impact of teaching strategies on student learning outcomes;
- evidence of a pattern of consistently high SEC and SET evaluation data with good response rates; and
- a range of evidence and data beyond student quotes, to demonstrate impact on student learning and positive outcomes.

Recommendation

The Educational Excellence Committee is asked:
- to consider the winners from the Group Excellence in Teaching Awards and to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the Chair, Learning and Teaching Committee. The final decision will be made by the Vice Chancellor and the Academic Provost.
GAET REVIEW

5.8 Members are asked to provide feedback on ways to improve the 2016 Guidelines, award categories and processes. Suggestions will be used to inform revisions to the Guidelines for consideration by the Committee at its October meeting and then formalised into a set of recommendations for LTC.

Recommendation

The Educational Excellence Committee is asked to provide feedback to improve the GAET guidelines and process for 2016.

For consideration, discussion and recommendation

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

GGLT UPDATE AND REVIEW FOR 2015

6.1 Expressions of Interest for the Griffith Grants for Learning and Teaching schemes, Group Projects and Strategic Priority, were due on Monday 29th June. The Group Projects Scheme EOIs were distributed to the Deans Learning and Teaching for consideration by their selection panels for outcomes to be advised by 27th July and the EOIs for the Strategic Priority Scheme projects were provided to the Dean Learning Futures. The table below lists the number of EOI’s endorsed to proceed to the full application stage. Full applications are due 21st September 2015.

<table>
<thead>
<tr>
<th>GROUP</th>
<th>2015 EOI</th>
<th>STRATEGIC PRIORITY</th>
<th>Endorsed for Full Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEL</td>
<td>8</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>GBS</td>
<td>9</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>GRIFFITH HEALTH</td>
<td>18</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>GRIFFITH SCIENCES</td>
<td>11</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>TOTAL</td>
<td>46</td>
<td>7</td>
<td>26</td>
</tr>
</tbody>
</table>

6.2 Learning Futures delivered two Writing Full Applications for Griffith Grants for Learning and Teaching workshops on 18th and 19th August.

For noting

GRIFFITH GRANTS FOR LEARNING AND TEACHING – INTERIM AND FINAL REPORTS

6.3 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.

6.4 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.

6.5 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>

6.6 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.

6.7 Margo Baas will attend the October EEC meeting.

6.8 On 24th August EEC members were provided with four 2014 Strategic Priority Scheme project 7 month progress reports for review and feedback out of session, with responses from members due 31st August. The Progress Reports are attached (2015/00013-16) and listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor Leonie Rowan</td>
<td>Building Rapport-ability through Collegial Conversations: Action Research for Teaching Development</td>
<td>7 month Progress Report</td>
</tr>
<tr>
<td>Tania Milne</td>
<td>A framework for the provision of culturally safe and transformative education for ATSI students within Midwifery@Griffith</td>
<td>7 month Progress Report</td>
</tr>
<tr>
<td>Dr Sven Venema</td>
<td>A whole of school approach to facilitating a successful first year in ICT:Measuring the impact on culture and student experience</td>
<td>7 month Progress Report</td>
</tr>
<tr>
<td>Dr Geraldine Torrisi-Steele</td>
<td>Enhancing student success and retention by supporting metacognition throughout the BMm program: Pilot study</td>
<td>7 month Progress Report</td>
</tr>
</tbody>
</table>

For noting

7.0 **OLT STANDING ITEM – UPDATE**

7.1 As of 1 July 2016 a new learning and teaching institute will be established. Further information about this is available on the OLT website [http://www.olt.gov.au/may2015-new-institute-promote-excellence-teaching-and-learning](http://www.olt.gov.au/may2015-new-institute-promote-excellence-teaching-and-learning). The OLT recently held a series of consultations in each state regarding establishing the new institute.
For noting

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

7.2 The Chair will provide an update regarding the current status of Griffith’s 2015 OLT Citations for Outstanding Contributions to Student Learning nominations.

For noting

**2015 OLT GRANTS SCHEME**

7.3 To date the University is yet to receive advice from the Office for Learning and Teaching regarding the Innovation and Development full application and eight (8) seed applications submitted on 22nd June, for 2015 Round 2.

7.4 On 25th August the Office for Learning and Teaching released the 2016 Information and Application Instructions for the following OLT grant programmes:

7.4.1 Innovation and Development grants

7.4.2 Strategic Priority Commissioned grants

7.5 In 2016, one round of grants will be offered by the OLT, accepting both Innovation and Development grants, and Strategic Priority Commissioned grants. Expressions of Interest will not be accepted in 2016 by the OLT. Seed grants and extension grants will not be offered by the OLT in 2016. The closing date of the 2016 round is Monday 2 November 2015.

7.6 Some minor changes in comparison to the 2015 application instructions are:

7.6.1 This set of application instructions applies to both Innovation and Development grants and Strategic Priority Commissioned grants

7.6.2 Priority areas

7.6.2.1 For Innovation and Development grants: the same priority areas as in 2015, though some have been re-focused and the information provided per priority area has been updated

7.6.2.2 For Strategic Priority Commissioned grants: new priorities for 2016, to reflect current and emerging priorities as identified by the higher education sector

7.6.2.3 Project duration and funding: project duration is a maximum of two years, and funding is up to $500,000

7.6.2.4 Further changes are outlined on page iv of the application instructions

For noting and discussion

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

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

8.1 At the 3/2015 meeting members invited Dr Paula Myatt to the September 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.
9.0 **SET/SEC REVIEW**

At the 1/2015 meeting members queried the current status of the SET/SEC review. The Dean Learning Futures will provide an update on the SET/SEC review at the September meeting.

*For noting and discussion*

10.0 **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 noting and discussion*

11.0 **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

12.0 **OTHER BUSINESS**

13.0 **2015 MEETING SCHEDULE**

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

*For noting*