GRiffith UniverSity

EducaTional exceLlence committee

A meeting of the Educational Excellence Committee was held at 2:00pm – 4:00pm on Monday, 14th September, 2015 via videoconference in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

minuTes

PreseNT: aPoloGIeS:

Professor Keithia Wilson (Chair)
Professor Ramon Shaban
Dr Therese Wilson
Dr Deborah Griffin
Ms Christine Grimmer
Associate Professor Dianne Watters
Associate Professor Gemma Carey
Ms Rosemary Marson
Professor Alf Lizzio
Dr Gary Grant
Associate Professor Mark Brimble
Ms Leigh Sawyer (Secretary)

Mr Masaichiro Oi
Professor Darryl Hawker

aCknoWledgement of CouNtry

On behalf of the Educational Excellence Committee, the Chair acknowledged the Traditional Custodians of the lands on which the Educational Excellence Committee meets.

1.0 conFirMation of minuTes

The minutes of the 3/2015 meeting of the Educational Excellence Committee, having been circulated, were taken as read and confirmed.

seCtion a: reCommendAtions and reportS to acaDeMic committee and its suB-committees

2.0 GriFFith Awards for exceLlence in Teaching (gAet) and group Learning and Teaching ciTations – standing item

Gaet Awards update and review for 2015

2.1 The Chair advised that selection panels for the Griffith Awards for Excellence in Teaching (GAET) had met and made their recommendations for awards and commendations to EEC.
2.2 A confidential document (2015/000021a) containing the Panels’ recommendations was tabled at the meeting for consideration by EEC; with the Committee’s recommendations to be forwarded to the Academic Provost for executive approval as Chair of the Learning and Teaching Committee for final endorsement. A further confidential document (2015/2000021b) listing the Panel’s recommendations was tabled whilst two EEC members who are applicants in the Leadership of Learning and Teaching Award category left the meeting room to enable a confidential discussion.

2.3 Before these recommendations could be ratified, the Chair called for feedback on the running of the Selection Panels, to ensure that the decision-making processes had been fair and equitable, and that consistency of standards had been maintained between Panels. The general consensus was that the processes had been fair across all four panels and so the Committee could have confidence in the Panels’ recommendations.

2.4 The EEC considered a confidential summary of the recommendations of the selection panels for the Griffith Awards for Excellence in Teaching (GAET) for the awards and commendations and endorsed all recommendations.

2.5 Members noted the four winners for the Excellence in Teaching – Group Excellence in Teaching Awards, from which the Committee is to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the Academic Provost for consideration by the Vice Chancellor:

- **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

2.6 To assist members in this process, the full applications for each of the four candidates were distributed to members as confidential attachments. In addition, one page summaries of the Selection Panel’s feedback for each of the four applications were attached (2015/000022).

2.7 Prior to consideration of the individual applications, the Chair outlined the proposed process for consideration of the applications and gained the Committee’s agreement for the conduct of the process. As requested, members had brought their ranked listing of the applications to the meeting and agreed that the discussion should commence with each EEC member identifying the candidates they had ranked number 1, 2, 3 and 4 to test the level of initial agreement between members’ perceptions. This was followed by full discussion of the relative strengths of the two applications that had been ranked as either 1 or 2 by the majority of members. This discussion and outcome is documented in a Confidential Memo to the Academic Provost. Members agreed that the assessment of the applicants was to be based solely on the applications and material before them.

2.8 Members were also provided with some higher order criteria to assist them with the selection of the Vice Chancellor’s Award recipient. In determining the strongest applicant for the Vice Chancellor’s Award, members are asked to consider in particular the following 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.

2.9 Members discussed the quality of this year’s applications. The Chair noted the significant number of applications received that did not meet the Guidelines. The Chair proposed that these issues and a paper prepared by the Secretary EEC identifying issues with respect to the Guidelines, award categories and processes be discussed at the October meeting of the committee. The issues include two raised by EEC members:
2.9.1 Revising the Innovation in Learning Design category criteria; and
2.9.2 Strengthen the Guidelines with respect to the expectations for Practice Overview sections.

Resolution

2.10 The EEC recommended to:

- The Academic Provost that one applicant, as set out in the confidential memo, be awarded the Vice Chancellor’s award for the Griffith University Teacher of the Year.
- Learning and Teaching Committee that the Selection Panel recommendations for the GAET awards and commendations be endorsed as per (2015/2000021a & b).
- Review the GAET Guidelines, categories and processes at the October EEC meeting.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

NIL

SECTION C: OTHER RECOMMENDATIONS AND REPORTS

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

3.1 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.

3.2 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.
3.3 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>

3.4 Margo Baas will attend the October EEC meeting.

3.5 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>

3.6 The Chair thanked members for their feedback on the reports. Members endorsed the progress reports and noted that all are making good progress and are on track. The Secretary EEC will provide an update on outstanding reports at the October meeting.

Noted

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

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

4.1 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.

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

4.2 Dr Paula Myatt attended the meeting to provide an update on the Teaching-Emphasis Academic Careers@Griffith strategy. Dr Myatt tabled three papers that provide an
overview of project methodology, detail the project participants and presented data regarding the number of Teaching Emphasis Academics at Griffith and listed the key themes identified and a more detailed analysis of the different perspectives of Teaching Emphasis Academics, Academic Supervisors, HR Managers and Deans in relation to supervision. The most prominent issues identified are:

4.2.1 Understanding of the scholarship of learning and teaching
4.2.2 Supervision
4.2.3 Leadership in learning and teaching.

4.3 Dr Myatt advised that the next step is to take the key themes/broader issues identified by the project and develop these into goal statements underpinned by more specific recommendations. Members discussed how the goal statements and recommendations will be progressed in practice. The Chair recommended that a more detailed discussion regarding progressing the project recommendations be held at the October meeting and that one hour be allocated on the agenda for this.

Resolution

The EEC recommended that:

4.4 Dr Paula Myatt be invited to the October EEC meeting to present an update on the project and that one hour be dedicated on the agenda for members to discuss implementation of the project goals and recommendations to formulate EEC recommendations to Learning and Teaching Committee.

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

GGLT UPDATE AND REVIEW FOR 2015

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

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

Noted
6.0 OLT STANDING ITEM – UPDATE


Noted

2015 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS

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

Noted

2015 OLT GRANTS SCHEME

6.2 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.

6.3 On 25th August the Office for Learning and Teaching released the 2016 Information and Application Instructions for the following OLT grant programmes:
   6.3.1 Innovation and Development grants
   6.3.2 Strategic Priority Commissioned grants

6.4 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.

6.5 Some minor changes in comparison to the 2015 application instructions are:
   6.5.1 This set of application instructions applies to both Innovation and Development grants and Strategic Priority Commissioned grants
   6.5.2 Priority areas
      • 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
      • For Strategic Priority Commissioned grants: new priorities for 2016, to reflect current and emerging priorities as identified by the higher education sector
      • Project duration and funding: project duration is a maximum of two years, and funding is up to $500,000
      • Further changes are outlined on page iv of the application instructions

Noted

7.0 SET/SEC REVIEW

www.griffith.edu.au/committees
The Dean Learning and Teaching advised that the Deans Learning and Teaching have been considering item pools and how these might be adjusted for online teaching. There is a need to maintain a core set of items to enable comparison benchmarks and mode is becoming increasingly important. Members discussed the use of SET/SEC, a tool intended as quality assurance, for quality improvement, and the inherent disconnect there. The adjustment of item pools for online teaching will be raised at the next Dean’s Forum.

Noted

8.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

The nominee of the Dean Learning Futures advised that the Queensland Promoting Excellence Network’s (Q-PEN) funding has been extended one year. A two day forum is being held on 23-24th September where Di Weddell, Branch Manager, OLT, has been invited to present an update on OLT matters. The forum will also include discussions around shared resources, including application assessment rubrics.

Noted

9.0 CELEBRATING TEACHING EVENTS 2015

The nominee of the Dean Learning Futures advised that Celebrating Teaching Week is being held in the week beginning 2nd November this year. The Gala Nights will be held on 3rd November at Gold Coast campus and Thursday 5th November at Nathan campus. The following events will be held during the week:

- Career Development in Learning and Teaching
- Pop UP Events
- Griffith Sciences Q&A Session
- New Worlds of Learning

Venues are currently being finalised for each session and will be distributed to EEC members. The Dean Learning Futures encouraged members to invite supervisors to attend.

Noted

10.0 NEXT MEETING

The final Educational Excellence Committee for 2015 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 N34_1.04</td>
</tr>
</tbody>
</table>
Confirmed: ...........................................
(Chair)

Date: .............................................