GRiffith univErSIty
EDucatIonal exhElenCe commIttEe
A meeting of the Educational Excellence Committee was held at 10:00am – 12:00pm on Tuesday, 7 October, 2014 via videoconference in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:
Professor Keithia Wilson (Chair)
Professor Ramon Shaban
Professor Darryl Hawker
Dr Liz Van Acker
Professor Ross Guest
Associate Professor Janet Ransley
Ms Hannah Zulch
Ms Christine Grimmer
Ms Leigh Sawyer (Secretary)

APOLOGIES:
Ms Rosemary Marson
Ms Tina Li
Dr Niru Nirthanan
Associate Professor Dianne Watters
Dr Therese Wilson

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 4/2014 meeting of the Educational Excellence Committee, having been circulated, were taken as read and confirmed.

SECTION A: RECомнDATIONS 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 At its 4/2014 meeting the EEC endorsed the recommendations of the selection panels for the Griffith Awards for Excellence in Teaching (GAET) and agreed to forward the recommendations to the Academic Provost for executive approval as Chair of the Learning and Teaching Committee. The Academic Provost approved the EEC’s recommendations and the winners were announced University-wide in a broadcast email on Thursday 11th September 2014.

2.2 At its 4/2014 meeting the EEC considered the Group award winning applications and made a recommendation to the Academic Provost for the Vice Chancellor’s Teacher of the Year Award to take forward to the Vice Chancellor. The Chair advised members
confidentially of the winner of the Vice Chancellor’s Teacher of the Year Award. The winner will be announced at the Celebrating Teaching Gala evenings in week 14.

2.3 At the 4/2014 meeting members discussed the quality of this year’s applications and the lower number of applications, particularly for the Group awards. Members discussed the importance of reward and recognition, the need for stronger mentorship at the Group level and the culture around applying for awards. The Chair advised that these matters may be suitable as recommendations to the Academic Provost. 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 considered at the October meeting of the committee which would include a review of the Group Citations guidelines.

2.4 The Educational Excellence Committee reviewed the current guidelines for the Griffith Awards and Citations for Excellence in Teaching and a paper prepared by the EEC Secretary summarising the feedback of the GAET Selection Panels and the Grants and Awards team in administering the scheme and proposing recommendations to address these issues (2014/0006525) with a view to making recommendations to Learning and Teaching Committee for changes for 2015.

Resolution

2.5 The EEC recommended that:

2.5.1 The 2015 Griffith Awards and Citations for Excellence in Teaching Guidelines (the Guidelines) incorporate a revision to the Early Career Award eligibility provision (4.1.2) to reflect the current OLT early career award eligibility rules.

2.5.2 The 2015 Guidelines incorporate a revision to 4.7.1 to require a minimum of three semesters of SET or SEC results over a minimum period of three different teaching semesters (which need not be consecutive).

2.5.3 The 2015 Guidelines specify that all SET/SEC reports be submitted in Individual Report format including teacher name, role in the course, date and response rate. The Guidelines should clearly indicate that there are two types of report format available, but only the Individual Report will be accepted.

2.5.4 That, subject to an online portal being approved and implemented for submission of applications online, qualitative comments from SET Individual Reports be included in application submissions. These qualitative comments could then be viewed by Panel members online, but not printed in full for the set of papers provided to each panel member.

2.5.5 The 2015 Guidelines be revised to allow submission of peer review of teaching reports in support of an application.

2.5.6 That the 2015 Guidelines require that leaders of a project or program applying in the program award category do submit a CV and minimum of 3 semesters of SET/SEC or CEQ or Course Improvement Plans where appropriate e.g. if the focus is a degree program. For Professional Staff, a 3 page CV will be required, and for Academic Staff, their Academic Portfolio. It was also recommended that the Panel Guidelines be revised to highlight for panel members the key information in the Academic Portfolio to consider when assessing applications.

2.5.7 That the Academic Provost’s Top 10% of Teachers receive their GAET nomination advice and an invitation to attend a GAET writing workshop simultaneously to encourage these staff to apply.

2.5.8 That the Secretary investigate the options for automation of student nominations, liaising with Associate Professor Heather Alexander, that could
accommodate student nominations without imposing a significant administrative burden.

2.5.9 That wording to the effect that compliance with the Guidelines and completion of the application form are mandatory for applications to be considered, be added to the Guidelines.

2.5.10 That the checklist considered by members at the meeting be added as an attachment to the Guidelines and that applicants be required to submit the completed checklist with their application. The maximum 15 page limit for appendices, and requirement that qualitative comments not be appended to SEC, should be removed from the Guidelines and the checklist.

2.5.11 That the Grants and Awards team investigate options for receiving applications via a web application form, with written statements and appendices uploaded as PDF documents to reduce administrative burden and automate application submission. It was recommended that the E-Recruit system be investigated as a possible tool.

2.5.12 The Guidelines be revised to include recognise applicants that demonstrate a programmatic approach in their application.

2.6 Members discussed the standard for conferring an award based on the debate at the Group GAET Panel regarding whether the standard for conferring an award should be absolute, the same across all groups (in the case of the Group Excellence in Teaching category) or whether the standard should be differential based on the Group. Members discussed the disciplinary differences in the standard at the national award level, the systematic process for rewarding staff in research and the need for additional support. Members noted that applicants who receive support have a 90% success rate.

2.7 It was further recommended that the Grants and Awards team develop annotated application exemplars for each discipline or Group for the Panel members and applicants. The annotated exemplars should reference the meta themes identified in the Guidelines against which applications are evaluated.

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 There were no grant reports for consideration of the Committee at this meeting.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

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

GGLT UPDATE

4.1 Learning Futures held two Writing Applications for Griffith Grants for Learning and Teaching on 8th and 10th September to assist staff with preparing full applications for the scheme, which were due on 13th October 2014.
2.8 Staff who submitted Expressions of Interest for the Strategic Priority Scheme were advised on 18th September of the outcome of their EOI. Nine applicants were invited to submit a full application, with three EOIs not recommended to proceed. Each applicant received feedback to assist them with further developing their project ideas. Due to the delay in notifying Strategic Priority Scheme applicants of the outcome of their EOI, full applications for this scheme are now due on 3rd November 2014.

Noted

5.0 OLT STANDING ITEM – UPDATE

2014 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS

2.9 On 17th September the Hon Christopher Pyne MP announced the outcome of the 2014 Australian Awards for University Teaching, Citations for Outstanding Contributions to Student Learning. This year all six of Griffith’s nominees were awarded citations. This outcome places Griffith as one of only two universities in Australia, along with James Cook University, to have all six Citation applications awarded in this 2014 round. The Citation recipients and short descriptions of their citation are listed below:

Dr Brydie-Leigh Bartleet
For distinctive and scholarly innovations in music learning and teaching that promote intercultural reconciliation, community engagement and reflexivity in students.

Dr Kylie Burns
For creating a learning environment where students actively engage, take responsibility for their own learning, and emerge as empathic and ethical legal professionals.

Dr Peter Denney
For innovative teaching approaches that excite students about learning and promote critical reflection, while encouraging students to see the relevance of history to contemporary global issues.

Dr Giovanna Di Trapani
For sustained leadership in laboratory teaching through development of innovative curriculum, resources and teaching approaches that support students to develop professional skills for the biosciences.

Dr Benjamin Weeks
For motivating physiotherapy students to develop clinical and professional competence using innovative learning opportunities and engaging collaborative activities that harness technologies.

Widening Tertiary Participation for Students from Pasifika Communities Team: Ms Suzanne Wilkinson, Ms Martina Donaghy, Dr Judith Kearney, Adjunct Associate Professor Barrie O’Connor, Ms Glenda Stanley and Mrs Francella Timu
For positive, culturally respectful, sustained solutions that practically support Pasifika peoples to access and participate in higher education.

2.10 A paper was tabled, listing the number of Office for Learning and Teaching Citations Awarded by University.
2.11 The Chair confidentially advised members of the Griffith staff endorsed by the Academic Provost, Dean Learning Futures and Chair EEC to nominate for a 2015 OLT Citation.

2.12 To date, the University is yet to receive advice from the Office for Learning and Teaching regarding the outcome of the 2014 Australian Awards for Teaching Excellence and Program Awards.

2.13 The Office for Learning and Teaching has published the 2015 OLT Fellowship Information and Instructions. The new instructions include use of the Impact Management Planning and Evaluation Ladder (IMPEL) as a framework to assist prospective fellows with planning for impact. The reporting requirements for fellows have changed, with a verbal progress report to replace written progress reports. Final reports have moved to a 1:3:25 page format: a one-page achievement statement, a three-page executive summary and a maximum 25-page final report. The final report is to focus on the outcomes and long-term impact of the fellowship.

2.14 The OLT is holding a series of information sessions in October in capital cities to provide information about the changes.

Noted

2014 OLT GRANTS SCHEME

2.15 The Office for Learning and Teaching has published the revised Programme Information and Application Instructions for 2015 Innovation and Development Grants. The Innovation and Development Grants Programme Priorities for 2015 are:

- Academic standards
- Assessing equivalence of qualifications and learning outcomes
- Assessment and promotion of student learning (on selected topics)
- Curriculum design (on selected topics)
- Employability skills
- Improving institutional pathways across higher education
- Improving access to and outcomes in higher education for Aboriginal and Torres Strait Islander people
- The contemporary PhD

2.16 The OLT is holding a series of information sessions in October in capital cities to provide information about the changes.

2.17 Ten of the twelve Expressions of Interest submitted to Learning Futures for Round 1 2015 OLT Innovation and Development Grants were endorsed for further development. Learning Futures held OLT Grants Workshops on 23rd and 26th September 2014 to work closely with staff who submitted a successful Intention to Apply and provide targeted advice in relation to preparing their grant application. The due date for applications for round 1 2015 is 28th November 2014, round 2 2015 is 22nd June 2015.

2.18 The nominee of the Dean Learning Futures advised members that the success rate for OLT Grants is 13%.

Noted
6.0 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

The Chair advised members that the Dean Learning Futures had reported that there was no update to report on the Teaching-Focussed Academic Careers@Griffith strategy. The Chair will invite the Dean Learning Futures to report at the next meeting.

Noted

7.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

The nominee of the Dean Learning Futures advised that the Queensland Promoting Excellence Network met on 29th and 30th September for a workshop primarily focussed on developing a rubric for Universities to use to assess the likely success of OLT grant proposals internally. The OLT’s Branch Manager, Di Weddell and Glen Toohey, Assistant Director, Grants and Fellowships presented at the workshop.

Noted

8.0 CELEBRATING TEACHING EVENTS 2014

The nominee for the Dean Learning Futures advised members that Celebrating Teaching Week preparations are on-track and that the Academic Provost is leading the “Careers in Learning and Teaching at Griffith” event. The four Groups will also be convening seminars to showcase the outcomes of Griffith Grants for Learning and Teaching and OLT grants.

Noted

9.0 VICE CHANCELLOR’S TEACHING BURSARIES

2.1 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.

2.2 Two applications were approved for Semester 1 2014:

2.2.1 Dr Martha Mansah, School of Nursing and Midwifery
2.2.2 Dr Ali el Hanandeh, Griffith School of Engineering

2.3 One new application was received and approved for a VC's Teaching Bursary for Semester 2, 2014. The successful applicant is Dr Marleen Westerveld and the bursary is approved for Sem 2, 2014 and Sem 1, 2015.

Noted

10.0 NEXT MEETING
The Chair proposed that the number of meetings per year be reduced to four or five meetings only for 2015, focussing on scheduling the meetings around the timing of strategic decisions for the award and grant schemes. The first meeting of the year, for example, will need to confirm the revised GAET Guidelines in time for the opening of the 2015 Scheme. The Chair and Secretary will identify recommended meeting dates and schedule these.

Noted

11.0 MEMBERSHIP

The Chair thanked members Dr Liz Van Acker, Associate Professor Janet Ransley and Professor Ross Guest for their excellent service to the committee during their membership, which will conclude on 31st December 2014.

Confirmed: ........................................
(Chair)

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