NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10:00am – 12:00pm on Monday, 12th October 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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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, 12th October 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 4/2015 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 UPDATE AND REVIEW FOR 2016

5.1 At its 4/2015 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 Learning and Teaching Committee. The Academic Provost executively approved the EEC’s recommendations and the winners (at the time of writing) are to be announced University-wide in a broadcast email.

5.2 At its 4/2015 meeting the EEC considered the Group award winning applications and have 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 winner/s will be announced at the Celebrating Teaching Gala evenings in week 14.
5.3 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:

5.3.1 Revising the Innovation in Learning Design category criteria; and
5.3.2 Strengthening the Guidelines with respect to the expectations for Practice Overview sections; and,
5.3.3 Tightening up the Guidelines to reduce the number of non-compliance issues for 2016.

5.4 Members are asked to provide feedback on ways to improve the 2016 Guidelines, award categories and processes. Suggestions will be formalised into a set of recommendations for Learning and Teaching Committee.

The following documents are attached to inform the discussion of the points outlined in 5.3 above:

5.4.1 The 2015 Griffith Awards & Citations for Excellence in Teaching Guidelines (2015/000024)
5.4.2 A document prepared by the EEC Secretary identifying issues with respect to the Guidelines, award categories and processes (2015/000023)
5.4.3 Draft of the 2016 Griffith Awards & Citations for Excellence in Teaching Guidelines for discussion (2015/000025)

Recommendations

The Educational Excellence Committee is asked to review the current guidelines for the Griffith Awards and Citations for Excellence in Teaching with a view to making recommendations to Learning and Teaching Committee for changes 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 Full applications from successful Expressions of Interest for the Griffith Grants for Learning and Teaching schemes, Group Projects and Strategic Priority, were due on Monday 21st September. The Group Projects Scheme applications were distributed to the Deans Learning and Teaching for consideration by their selection panels for outcomes to be advised by 26th October and the full applications for the Strategic Priority Scheme projects were provided to the Dean Learning Futures. The table below lists the number of full applications received.
GRiffith grAnts for learning and teaching – interim and final reports

6.2 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.

6.3 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.

6.4 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 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.

6.5 The following grant report is attached (2015/000026) 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>Dr Michael Howes</td>
<td>Sustainability Across the Curriculum - A Trans-Disciplinary Approach</td>
<td>7 month Progress Report</td>
</tr>
</tbody>
</table>

6.6 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>
6.7 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. Margo Baas will attend the meeting and present an update on the project. Two papers are attached for discussion: The Griffith Employability and Career Success Framework table (2015000027); and the Griffith Employability Framework Introduction document (2015000028).

For noting and discussion

7.0 OLT STANDING ITEM – UPDATE

2015 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS

7.1 On 21st September the Office for Learning and Teaching released the outcome of the 2015 Australian Awards for University Teaching, Citations for Outstanding Contributions to Student Learning. This year five out of six Griffith nominees were awarded citations. The Citation recipients and short descriptions of their citation are listed below:

Dr Caryl Bosman, Griffith School of Environment
For leading the design, implementation and scholarly evaluation of Studio Pedagogy at scale in the Planning discipline

Associate Professor Ruth McPhail, Department of Employment Relations and Human Resources
For sustained commitment to facilitating the aspirations and success of first year Business students

Dr Andrew Pearson, School of Medical Science
For scaffolding the success of commencing Health Science students

Associate Professor Halim Rane, School of Humanities
For scholarly and educational leadership of the Griffith University Islam-West Relations major

Dr Tim Stevens, Griffith School of Environment
For innovation and leadership in the Griffith Marine Biology major

7.2 To date the University is yet to receive advice from the Office for Learning and Teaching regarding the outcome of the 2015 Australian Awards for Teaching Excellence and Program Awards.

7.3 The Learning Futures Grants and Awards team has prepared three summary tables (2015000029) with comparative data for the OLT Citations, Awards and Fellowship schemes from 2010-2015. Griffith is ranked number 1 for both Fellowships and Citations, and number 4 nationally for Awards (Awards results for 2015 are still pending).

For noting
2015 OLT GRANTS SCHEME

7.4 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.

7.5 In 2016, one round of grants will be offered by the OLT, accepting both Innovation and Development grants, and Strategic Priority Commissioned grants. The closing date of the 2016 round is Monday 2 November 2015. Learning Futures has received two Notices of Intention to Apply – one as Lead and one as Partner for the 2016 round to date. Grants and Awards Officers in other institutions confirm that the delay in notifying the outcomes of 2015 Round 2 seed and full applications has inhibited the number of applications for Round 1, 2016 in their universities as well.

For noting and discussion

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

8.1 The Chair will report on items of interest that have arisen since the previous meeting.

For noting and discussion

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

8.2 Dr Paula Myatt attended the 4/2015 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:

1.1.1 Understanding of the scholarship of learning and teaching
1.1.2 Supervision
1.1.3 Leadership in learning and teaching.

8.3 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 up to one hour be allocated on the agenda for this.

8.4 The EEC recommended that 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. Dr Myatt will attend the meeting to present an update.

For noting and discussion
9.0 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

10.0 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. The 2015 Schedule is attached (2015/000030).

For noting and discussion

11.0 VICE CHANCELLOR’S TEACHING BURSARIES

11.1 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.

11.2 One new application was approved for Semester 1 2015:

11.2.1 Dr Georgina Barton, School of Education and Professional Studies

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

This will be the final meeting of the Educational Excellence Committee for 2015. The schedule of meetings for 2016 is yet to be determined and will be distributed to members as soon as this is available.

For noting