GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10:00am - 12:30pm on Monday, 11 November 2013 in Council Chambers 2.01, Bray Centre (N54), Nathan campus.

Apologies may be recorded by telephoning Donna Kalaentzis on extension 57879, or by emailing D.Kalaentzis@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

Vacant (AEL)
Dr Marion Tower (HTH)
Dr Catherine Howlett (SEET)

Dr Liz Van Acker (GBS)
Associate Professor Janet Ransley (AEL)
Professor Ross Guest (GBS)
Dr Niru Nirthanan (HTH)
Associate Professor Dianne Watters (SEET)

Dean, Centre for Learning Futures or Nominee
Ms Christine Grimmer

Academic Registrar or Nominee
Ms Rosemary Marson

Undergraduate Student
Ms Tessa McKinnon

Postgraduate Student
Mr Robert Richardson

Secretary: Ms Georgina Tkacz

Other Copies
Binding CARMS copy (attachments)
Spare copy (attachments)

Committee Team Place Web Address

- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Griffith Portal login. Call the Secretariat on 57879 for advice or if experiencing difficulties.
1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

   The Minutes of the 6/2013 meeting of the Educational Excellence Committee have been distributed.

   To be taken as read and confirmed.

4.0 CHAIRPERSON’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 2014

5.1 At its 5/2013 meeting the Educational Excellence Committee considered the recommendations from the Group Excellence in Teaching Awards Selection Panels and recommended Dr Ben Weeks (HTH) for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the DVC (A).

5.2 The EEC’s recommendation was subsequently forwarded to the DVC (A) and VC and approved. The winner of the Vice Chancellor’s Award for the Griffith University Teacher of the Year will be announced University-wide in a broadcast email on Tuesday, 5 November 2013, following the Celebrating Teaching Gala Nights on Thursday, 31 October and Monday, 4 November, where the winner is traditionally revealed.

5.3 At its 6/2013 meeting, members of the EEC discussed a number of issues of concern with current GAETs processes, with a view to suggesting changes for 2014. These included:

   - the limited student nomination process via SET/SEC;
   - the capacity of sessional staff to adequately address all five criteria in the Sessional Staff award category;
• the current ambiguity regarding the requirement of SET/SEC results for Programs and Teams that Enhance Learning award applications;
• the clarity of particular criteria descriptors; and
• review of the awards categories for 2014, including the moving of the Research Supervision Award from the GAET to the VC’s research awards.

5.4 As a result, the EEC recommended some changes to the wording of the broadcast email inviting students to respond to the SET/SEC surveys to highlight the teacher nomination function of the surveys. These were communicated by the Secretary, EEC to the surveys team. The updated versions of the initial student invitation and the follow-up reminder in response to EEC feedback are attached for members’ information.

5.5 It was also noted that the Chair and the Secretary of the EEC would redraft the GAETs guidelines for 2014 in light of these discussions. A draft copy of the revised guidelines is attached for members’ consideration (2012/0007765). A document summarising the changes is also attached (2013/0006764).

Recommendation

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 LTC for changes for 2014.

For consideration, discussion and comment

6.0 OLT STANDING ITEM - UPDATE

2014 OLT FELLOWSHIP SCHEME

6.1 The OLT held a Fellowships forum in Melbourne on Thursday, October 10. The nominee of the Dean, CLF, attended in her capacity as Institutional Contact Officer, along with three potential Fellowship applicants from Griffith.

6.2 The nominee of the Dean, CLF will give a brief report on the event.

2014 OLT GRANTS SCHEME

6.3 At the 6/2013 meeting of EEC, the Chair advised that she and the nominee of the Dean, CLF had recently facilitated a Learning and Teaching Grants workshop in preparation for the next round of OLT grants.

6.4 One of the topics discussed at the workshop was what are L&T grants and what differentiates them from research grants. Given that EEC members are frequently asked this question, the Chair will lead a short session on this topic. Any papers for this item will tabled at the meeting.

For discussion and comment

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

7.1 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 Level 1 and 2 learning and teaching grant recipients and provide feedback to project teams.

7.2 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 applicants at any of the four grant levels to revise and re-submit their reports in line with specific feedback provided. Such feedback is designed to enhance the possible success of the project.

7.3 The following grant report is attached 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>Margo Baas</td>
<td>Multimedia Job Search Modules</td>
<td>Finalised, submission of dissemination plan as requested in feedback given from 8 October meeting.</td>
</tr>
</tbody>
</table>

For discussion and recommendation

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

8.1 The Griffith Academy of Learning and Teaching Scholars (GALTS) facilitated a workshop entitled, So...You Want a Career in Learning and Teaching! on Wednesday, 30 October as part of Celebrating Teaching Week. The workshop explored three major themes:

- Careers in Learning and Teaching;
- Evaluating your practice; and
- Learning and Teaching grants.

8.2 The Chair, EEC, will provide a brief report on the workshop.

For discussion and comment

9.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

9.1 The nominee of the Deputy Academic Registrar, Ms Rosemary Marson, will provide an update on the work of the Queensland Promoting Excellence Network, including the appointment of Ms Christine Grimmer as the new institutional representative and contact for Q-PEN at Griffith.

For discussion and noting

10.0 CELEBRATING TEACHING WEEK 2013

10.1 The University’s Celebrating Teaching Week was held between 28 October and 1 November, offering opportunities for Griffith staff to engage in a diverse range of local and University-wide events.

10.2 The Celebrating Teaching Gala Nights were held at the Gold Coast campus on Thursday 31 October and at Nathan Campus on Monday 4 November, recognising the winners of the Griffith Awards for Excellence in Teaching and Griffith staff who have won national Teaching Excellence Awards, Grants and Fellowships.

The nominee of the Dean, CLF will provide a brief update on these events.

10.3 The EEC is asked to consider the format of Celebrating Teaching Week for the future. The EEC is invited to comment on the roles of the EEC and CLF in relation to the design and content of Celebrating Teaching Week.
For discussion and comment

11.0 Griffith Grants for Learning and Teaching - Standing Item

11.1 The Griffith Grants Sub-committee of the Learning and Teaching Committee met on Friday 18 October to interview applicants for University-level Griffith grants.

11.2 The Chair, EEC, will provide a verbal update on the outcomes of the meeting.

For noting and discussion

SECTION II: Matters Requiring Ratification or Executive Action

NIL

SECTION III: Matters for Noting and Where Appropriate, Acceptance of Recommendation

12.0 Other Business

13.0 2014 Meeting Schedule

13.1 The next Educational Excellence Committee is scheduled to be held on the following dates in 2014, all meetings (with one exception) 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>3 February</td>
<td>NA/GC</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>17 March</td>
<td></td>
<td>G34_1.04</td>
</tr>
<tr>
<td>14 April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 July</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 October (Tuesday)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 November*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This meeting is also booked for Nathan in N54_2.01 or N54_2.02.

For noting