GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

A meeting of the Educational Excellence Committee was held at 10:00am - 12:00pm on Monday, 11 November 2013 via videoconference in room 2.01, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:
Professor Keithia Wilson (Chair)
Professor Ross Guest
Associate Professor Dianne Watters
Dr Niru Nirthanan
Dr Elizabeth Van Acker
Ms Christine Grimmer
Ms Tessa McKinnon
Mr Robert Richardson
Ms Georgina Tkacz (Secretary)

APOLOGIES:
Associate Professor Janet Ransley
Dr Cathy Howlett
Dr Marion Tower
Ms Rosemary Marson

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 6/2013 meeting of the Educational Excellence Committee (EEC), 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 2014

2.1 The winner of the Vice Chancellor's Award for the Griffith University Teacher of the Year was 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 was revealed. As per EEC’s recommendation, Dr Ben Weeks (HTH) was awarded the Vice Chancellor's Award for the Griffith University Teacher of the Year for 2013.
2.2 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.

2.3 As a result, the EEC recommended some changes to the wording of the broadcast (experience@griffith) 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 were attached for members’ information.

2.4 The Secretary, EEC also read from an email she had received from the Survey Manager, Planning and Financial Services, which explained the changes to the experience@griffith emails, and why some of EEC’s recommendations were not adopted.

2.5 While the EEC appreciated this response and wished to thank the surveys team for including some of the Committee’s recommendations in the updated versions of the emails, the Committee’s student representatives agreed that the new wording was still unlikely to elicit a response from students. The words ‘We need feedback’ in the subject line were considered particularly unappealing to students, as the request is framed from the point of view of the sender (surveys), as opposed to the recipient (students). A statement indicating that ‘we value your feedback’ was considered to be more user-friendly. The addition of a sentence which stated that the survey would only take x amount of students’ time was also considered to increase the appeal of completing the surveys for students.

2.6 The Chair and the Secretary of EEC also redrafted the GAETs guidelines for 2014 in light of the issues of concern with current GAET processes outlined in 2.2. A draft copy of the revised guidelines (2013/0006762) and a document summarising the changes (2013/0006764) were attached for members’ consideration.

2.7 Members considered both documents. The summary document was approved to go forward to the December meeting of Learning and Teaching Committee in its current form. The revised guidelines were approved to go forward to the December meeting of LTC with only very minor amendments.

Resolution

2.8 The EEC agreed that the Secretary, EEC would communicate the Committee’s final recommendations regarding the wording of the broadcast email inviting students to respond to the SET/SEC surveys as outlined in 2.5 above to the surveys team for future consideration.
2.9 The EEC authorised the Secretary, EEC to make the amendments outlined above in 2.7 to the guidelines (2013/0006762) and circulate the revised guidelines to members for final comment.

2.10 The EEC resolved to recommend the proposed changes to the GAET guidelines, as outlined in documents 2013/0006762 and 2013/0006764, to Learning and Teaching Committee for implementation in 2014.

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 was 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.

3.2 The following grant report was resubmitted 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>Ms Margo Baas</td>
<td>Multimedia Job Search Modules</td>
<td>Final</td>
</tr>
</tbody>
</table>

3.3 The EEC last considered a final report for this project at the October 2013 meeting and agreed to return the Report to the Project Leader, Ms Baas, and asked her to address the following point:

3.3.1 Dissemination: The Committee noted that the report contained very little information regarding project dissemination and requests that a detailed plan for project dissemination be provided.

3.4 The EEC commended the project team for its thorough response to the area of concern identified in its last review of the report. However, upon further consideration, the Committee was also concerned about how the project team would achieve Task 2: “60% of all first year undergraduate students to study a career development module as an assessable component in a core first year course.” The Committee suggested targeting generic degrees, but that the project may have to reconsider making the module assessable. The Committee proposed making the module available via Learning@Griffith, with completion mandatory in order for students to progress as a possible alternative. The Committee also enquired if the project team had a student representative on their reference group.

3.5 The Chair, EEC advised that she would discuss the Committee’s feedback with the project leader in more detail.
SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

4.0 OLT STANDING ITEM – UPDATE

2014 OLT FELLOWSHIP SCHEME

4.1 The Chair, EEC advised that the OLT held a Fellowships forum in Melbourne on Thursday, October 10. The nominee of the Dean, Learning Futures attended in her capacity as Institutional Contact Officer, along with three potential Fellowship applicants from Griffith. The Chair, EEC further advised that the event had been very useful, with the applicants organised at one point into discussion groups with other applicants in their area.

4.2 The nominee of the Dean, Learning Futures reiterated the usefulness of the event, citing that 97% of attendees find the experience incredibly valuable. The nominee of the Dean, Learning Futures also gave a verbal report on the Forum, listing some key points from her notes from the event, including:

- The difference between a National and Senior Fellowship is that one has a national/international focus and the other is discipline-based
- Fellowships are programs, not projects
- Fellowship proposals are about putting forward a case for influential change
- A discriminating success factor is that the proposed work needs to be so important that it needs to be done regardless of whether or not the application is successful
- The strength of the idea and the applicant's track record are equally important
- Fellowships are scholarly activities and are therefore about impact and dissemination
- Don't underestimate the impact of the institutional letter of support
- It is very important for applicants to be informed about the policies of the new government – the new government has new priorities and emphases.

The nominee of the Dean, Learning Futures offered to compile her notes into a document for circulation to EEC members. She also agreed to table a document explaining the difference between grants and fellowships at the next meeting.

4.3 The Chair, EEC explained that Learning Futures would be progressively recruiting applicants over the next few years. Members of EEC noted the names of potential applicants for 2015/2016.

4.4 The Chair, EEC, in her capacity as Chair of the Griffith Academy of Learning and Teaching Scholars (GALTS), also asked members to indicate their support for a GALTS-run Fellowship event in April/May of 2014. GALTS runs a series of events each year and its members are national award winners and Fellows. EEC members agreed that such an event would be useful.

2014 OLT GRANTS SCHEME

4.5 The nominee of the Dean, Learning Futures advised that the outcomes for Round 2, 2013 of the OLT grants have still not been announced. The process has allegedly been delayed while governments consider their budgets.

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

4.7 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 led a short session on this topic. Copies of the PowerPoint accompanying the Chair’s presentation were tabled at the meeting.

4.8 Members also noted that L&T grants are now counted as research quantum.

5.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING – STANDING ITEM

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

5.2 The Chair provided a verbal update on the successful applicant. One full application for a Uni-level grant was received:

1. Career Development Learning Modules for Griffith Online – Ms Margo Baas

5.3 Members noted that the successful applicant had already been doing work in this area, having reviewed the final report of another project led by the applicant during the meeting (items 3.2-3.5).

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

6.1 EEC members noted that 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.

6.2 The Chair, EEC, provided a brief report on the workshop. Members noted that approximately 15 people attended, the majority of which were early career academics. Members also noted that the feedback received by Learning Futures indicated that the participants found the workshop extremely useful.

7.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

7.1 In the absence of the nominee of the Deputy Academic Registrar, Ms Rosemary Marson, the nominee of the Dean, Learning Futures, Ms Christine Grimmer provided an update on the work of the Queensland Promoting Excellence Network. Members noted that Christine Grimmer is the new institutional representative and contact for Q-PEN at Griffith.

8.0 CELEBRATING TEACHING WEEK 2013

8.1 EEC members noted that 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.

8.2 Members also noted that 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.

8.3 The nominee of the Dean, Learning Futures provided a brief update on these events. Members noted that Learning Futures initiated a survey on the Gala Nights and has received very useful feedback. Feedback regarding the production of the video, for example, has been overwhelmingly positive. Constructive comments included choosing to focus on a single message, as opposed to a few, and more representation of students of teachers who were award-winners, as opposed to just Griffith students in general. Members also noted that the use of the new Griffith venues for the events was very well received.

8.4 One of the two Committee’s GBS representatives, Dr Elizabeth Van Acker, also provided a verbal report on one of the highlights of Celebrating Teaching Week, the Capstone Forum. This was a dissemination event resulting from an ALTC grant held by Dr Van Acker and Associate Professor Janis Bailey. Members noted that 90 people registered to attend the Forum, which was an all-day event, featuring two keynote speakers across two concurrent sessions. Feedback from the event was extremely positive. Members also noted some of the other highlights of Celebrating Teaching Week, including a half-day seminar run by GBS on enhancing lectures, a Scholarship of Learning and Teaching workshop run by the Health group presenting the findings of L&T projects, and a technology seminar.

8.5 The nominee of the Dean, Learning Futures welcomed the input of EEC into the design and content of Celebrating Teaching Week for 2014, particularly around institutional priorities and members’ knowledge of innovative practice within their groups. Members agreed to provide input at a meeting in mid-2014.

9.0 CHAIRPERSON’S REPORT

The Chair reported on the following items of interest that have arisen since the previous meeting:

9.1 OLT Australian Awards for University Teaching

The Chair advised that the winners of the OLT Australian Awards for University Teaching have been announced. Members noted that Griffith’s GUMURRII Program was successful in the Awards for Programs that Enhance Learning category. It was noted that GUMURRII’s ‘Hands Up’ initiative, in particular, has enhanced academic success and retention.

9.2 Members noted that the Awards Presentation Ceremony will be held at the National Portrait Gallery in Canberra on Tuesday, 19 November.

10.0 2014 MEETING SCHEDULE

10.1 The Educational Excellence Committee noted the following schedule of meeting dates in 2014, all meetings (with one exception) are scheduled for Monday, 10:00am – 12:30pm:
11.0 NEXT MEETING

The next meeting of the Educational Excellence Committee is scheduled for Monday, 3 February, 2014 at 10am via videoconference in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, the Chancellery (G34).

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

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