GRiffith University

Educational Excellence Committee

Notice of Meeting

A meeting of the Educational Excellence Committee will be held at 10:00am – 12:00pm on Monday, 7th March 2016 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

Associate Professor Elisabeth Findlay (AEL) Until December 31st 2017
Professor Ramon Shaban (HTH) Until December 31st 2017
Professor Darryl Hawker (GS) Until December 31st 2017

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
Professor Alf Lizzio Until December 31st 2017

Academic Registrar or Nominee
Vacant

Undergraduate Student
Vacant

Postgraduate Student
Vacant

Secretary: Ms Leigh Sawyer

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

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.
AGENDA

A meeting of the Educational Excellence Committee will be held at 10:00am – 12:00pm on Monday, 7th March 2016 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 5/2015 meeting have been distributed.

To be taken as read and confirmed.

4.0 MEMBERSHIP

Educational Excellence Committee members will wish to welcome new Committee member Associate Professor Elisabeth Findlay (AEL).

5.0 CHAIR’S REPORT

The Chair will report on items of interest that have arisen since the previous meeting, including the future of the OLT beyond June 2016 (see Report (2016/00001)).

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

6.0 ANNUAL REPORT FOR THE EDUCATIONAL EXCELLENCE COMMITTEE FOR 2015

6.1 Attached for members’ consideration is the 2015 Annual Report (2016/0000A), which includes the work plan for 2016 for the Educational Excellence Committee. This Report will be tabled at both the Learning and Teaching Committee and the Academic Committee. The Chair is seeking the input of Committee members into the final Report. The Report is a requirement of the University’s Academic Committee.
7.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) AND GROUP LEARNING AND TEACHING CITATIONS – STANDING ITEM

GAET AWARDS UPDATE AND REVIEW FOR 2016

7.1 At the 4/2015 meeting members discussed the quality of 2015 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:

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

7.2 At the 5/2015 meeting members provided feedback on ways to improve the 2016 Guidelines, award categories and processes. The following documents were attached to inform the discussion of the points outlined in 6.1 above:

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

7.3 The Chair explained that the draft 2016 Griffith Awards and Citations for Excellence in Teaching Guidelines were based on an earlier version of the guidelines which situates the selection criteria in the body of the guidelines, noting that this was a consciously “applicant centred” approach. The Chair also flagged a need to be explicit in the guidelines regarding procedural matters, for example, the need to use the selection criteria as headings in the application, as some applicants in this year’s round had failed to do so and in one case merged two criterion which made it difficult for the selection panel to objectively assess the application. Members discussed the following issues:

7.3.1 the use of the Assignment Builder software to create a template that requires applicants to use the selection criteria as headings when completing the application form
7.3.2 the number of Group Learning and Teaching Citations awarded by each Group as set out in page 3 of the draft Guidelines. The Chair confirmed that this number is the maximum number that can be awarded
7.3.3 ways to encourage applicants to incorporate peer review of teaching evidence into their applications
7.3.4 increasing the pipeline of applicants
7.3.5 the availability of degree program reporting through the Office of Planning Services that is linked to the Program Review Framework.

7.4 Members recommended that the following GAET Process matters be actioned:

7.4.1 The Secretary research the possibility of recommending the use of Assignment Builder for completing the application form to applicants.
7.4.2 the Academic Provost's top 4% of teacher information be distributed to Deans Learning and Teaching and Heads of School as early as possible to enable Groups and Schools to encourage their staff to apply for an award.
7.4.3 the awards schemes be opened earlier in the year and that starting in 2016, the schemes will be launched in mid February.

Members further recommended that the following revisions be made to the draft 2016 Griffith Awards and Citations for Excellence in Teaching Guidelines:

7.4.4 the wording with respect to the number of Group Learning and Teaching Citations to be awarded by each Group be revised to reflect this is the maximum number that can be awarded.

7.4.5 the following wording be inserted into the dot point list of examples of evidence to be incorporated into the body of applications for citations and excellence in teaching awards:

"this data source is highly regarded by the University and recommended by the Griffith Awards for Excellence in Teaching scheme".

7.4.6 the list of examples of evidence for each scheme be grouped into the following headings: Student Data, Peer Data and External Benchmark Data.

7.4.7 the word "must" be inserted regarding the need to append Course Improvement Plans where these have been completed.

7.4.8 References to Open Universities Australia evaluations should also mention Griffith Online. Use of the word “semester” throughout the draft Guidelines should be replaced with the words “teaching period” and both terms defined up front in the Glossary.

7.4.9 The Chair further requested that the Secretary develop a series of application checklists for each of the three award types.

Members also recommended that the revised draft 2016 Griffith Award and Citations for Excellence in Teaching be provided to the Academic Provost for executive approval this year in time for the mid February launch of the schemes.

7.5 Further, in January 2016, the Academic Provost recommended an additional Griffith Awards for Excellence in the Curriculum. The revised 2016 Guidelines incorporating the above revisions were executed approved by the Academic Provost on behalf of the Learning and Teaching Committee on 14th January 2016. The new award category was incorporated and formally approved on 3rd February 2016. The 2016 Guidelines are attached (2016/00002).

7.6 In December and January the Secretary investigated the possibility of recommending the use of the Assignment Builder tool for completing the application form to applicants. Given the development of more user friendly application forms for the 2016 schemes it is recommended that additional tools will not be necessary in 2016.

7.7 In accordance with EEC’s recommendation, the award schemes were opened on 16th February 2016, earlier than in previous years. On 16th February over 70 staff attended Learning Futures’ Awards and Grants Information Sessions which provide an overview of the 2016 grants and awards schemes, indicating strong interest for 2016 in awards and grants.

For noting

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

GGLT UPDATE AND REVIEW FOR 2016
8.1 On 13th November 2015 the Academic Provost announced the successful recipients of Group Projects and Strategic Priority Scheme Griffith Grants for Learning and Teaching. A list of recipients for Strategic Priority Scheme projects are provided below:

**Project Leader:** Associate Professor Charles Arcodia, Department of Tourism, Sport and Hotel Management  
**Project Title:** Using visual elements in assessing business education outcomes

**Project Leader:** Ms Catherine Brown, Department of Accounting, Finance and Economics  
**Project Title:** E-Kit for the development of reflective practice to assist students’ self-reliance and emotional intelligence

**Project Leader:** Associate Professor Elizabeth Cardell, School of Allied Health Sciences  
**Project Title:** Preparing the health workforce for electronic client records: an interprofessional simulated e-learning and assessment package

**Project Leader:** Mr Ian Edwards, School of Medicine  
**Project Title:** Simulated health care management

8.2 In 2016 the Griffith Grants for Learning and Teaching Scheme key dates are:
- Scheme open: May 2016
- Learning Futures conducts workshops “Writing Expressions of Interest for Griffith Grants for Learning and Teaching”: 10 and 14 June 2016
- Expressions of Interest due: 18 July 2016
- Successful EOI applicants advised to proceed to full application 12 August 2016
- Full Applications due: 7 October 2016

For noting

**GRiffith grants for learning and teaching – interim and final reports**

8.3 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.

8.4 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.

8.5 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 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.

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

For noting

9.0 OLT STANDING ITEM – UPDATE

2015/2016 OLT FELLOWSHIP, CITATION AND AWARD APPLICATIONS

9.1 On 8th December 2015 the Office for Learning and Teaching released the outcome of the 2015 Australian Awards for University Teaching. The University was notified that three of four applications for 2015 Australian Awards for Teaching Excellence were successful.
- Ass Prof Halim Rane (School of Humanities) – Discipline Award for Humanities and the Arts
- Dr Peter Denney (School of Humanities) – Early Career Award
- Dr Caryl Bosman – Priority Award High Impact Intervention for Progression, Retention and Attainment

9.2 At the AAUT Ceremony in Canberra on 9th December, Associate Professor Halim Rane received the Prime Minister’s Award for the Australian University Teacher of the Year Award. This is another very successful year in the AAUT award submissions for Griffith’s teachers. Griffith is one of only two universities in Australia to have a total of 3 Prime Minister’s Award winners, and only one of two universities with consecutive PMs Awards.

9.3 The Learning Futures Grants and Awards team has updated the summary tables (201600003) with comparative data for the OLT Citations, Awards and Fellowship schemes from 2010-2015 presented at the 5/2015 meeting to record the 2015 AAUT outcomes and Prime Minister’s Teacher of the Year data. Griffith is ranked number 1 for both Fellowships and Citations, and number 3 nationally for Awards.

9.4 One National Senior Teaching fellowship application as submitted to the Office for Learning and Teaching on 29th January on behalf of Professor Glenn Finger from the School of Education and Professional Studies. In addition, Citation and Award applications are currently in preparation for the 2016 round.

For noting

2016 OLT GRANTS SCHEME

9.4 In 2016, one round of grants was offered by the OLT, accepting both Innovation and Development grants, and Strategic Priority Commissioned grants. On 2 November 2015 two 2016 Round 1 Innovation and Development grant full applications were submitted. The OLT is yet to advise the outcome of these applications.

For noting and discussion
10.0  STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

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

For noting and discussion

PEER ENHANCEMENT OF TEACHING PROJECT – STANDING ITEM UPDATE

10.2  Debbie Paltridge has concluded the Pilot for the PET Project for the University. The Dean Learning Futures will provide an update on the project and the new process for implementation involving formative and summative peer enhancement of teaching.

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

10.3  Dr Paula Myatt attended the 5/2015 meeting to provide an update on the Teaching-Emphasis Academic Careers@Griffith strategy. Dr Myatt tabled the paper “Focusing on Teaching Academic Careers – Issues and Recommendations” (2015000031) which provides goal statements underpinned by more specific recommendations. It was noted that the recommendations of the report are to be presented to the Academic Provost. Members reviewed the goals and recommendations and discussed the following issues:

1.1.1 Continue to create a positive culture to support teaching (Goal 1, recommendation 1.1) be revised to include Group Learning and Teaching Committees in the “Key Leadership Groups” list
1.1.2 The recommendations should each include a responsible person/group
1.1.3 Need to operationalize across disciplines – what is acceptable scholarship?
1.1.4 Recommendation 3.2 regarding recognition of scholarship as being research into teaching
1.1.5 Blurred understanding of contribution to the professional good, service, once this exceeds 10%
1.1.6 Goal 4, increase the recognition of ‘leadership’ as an essential element in successful academic careers, the need for a pathway for this to materialise
1.1.7 Goal 5, Academic Supervision, incorporating the word “aspiration”

10.4  Members recommended that Dr Paula Myatt consult with Associate Professors Brimble and Carey regarding recommendations 3.2 and 3.4 regarding the definition of scholarship and incorporate the revisions discussed and continue to develop iterations of the paper.

10.5  In October Dr Myatt incorporated these recommended revisions. The final paper “Focusing on Teaching Academic Careers – Issues and Recommendations” is attached (2016/00005) for noting. The Dean Learning Futures will provide an update on progress with the Project.

For noting and discussion

11.0  CELEBRATING TEACHING EVENTS 2016

Christine Grimmer will provide an update on Celebrating Teaching Week and Gala nights events plans for 2016.
For noting and discussion

12.0 VICE CHANCELLOR’S TEACHING BURSARIES

12.1 The University offers Vice Chancellor’s Teaching Bursaries for staff enrolled in the Graduate Certificate in Higher Education. 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.

12.2 Two new applications were approved for Semester 2 2015:

12.2.1 Dr Marleen Westerveld, School of Allied Health Sciences
12.2.2 Dr Ali El Hanandeh, Griffith School of Engineering

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATION

NIL

13.0 OTHER BUSINESS

14.0 2016 MEETING SCHEDULE

The next Educational Excellence Committee is scheduled to be held on Monday 9th May 2016. The schedule of meetings for 2015 is detailed in the table below. All meetings are scheduled for Monday 10:00am – 12:00pm:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 May 2016</td>
<td>NA/GC</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>11 July 2016</td>
<td></td>
<td>N54_2.06</td>
</tr>
<tr>
<td>5 September 2016</td>
<td></td>
<td>G34_1.04</td>
</tr>
<tr>
<td>10 October 2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>