GRANTHAM UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10:00am - 12:30pm on Monday, 22 April 2013 in Council Chambers 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast 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 Until December 31st 2014

Two Academic Staff per Academic Group nominated by the Group Pro-Vice Chancellor
Associate Professor Jock Macleod (AEL) Until December 31st 2013
Associate Professor Robyn Hollander (GBS) Until December 31st 2013
Dr Marion Tower (HTH) Until December 31st 2013
Dr Catherine Howlett (SEET) Until December 31st 2013

Associate Professor Janet Ransley (AEL) Until December 31st 2014
Professor Ross Guest (GBS) Until December 31st 2014
Dr Niru Nirthanan (HTH) Until December 31st 2014
Dr Ann McDonnell (SEET) Until December 31st 2014

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2013

Academic Registrar or Nominee
Ms Karen van Haeringen Until December 31st 2014

Undergraduate Student
Vacant Until December 31st 2013

Postgraduate Student
Vacant Until December 31st 2013

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.

www.griffith.edu.au/committees
AGENDA

A meeting of the Educational Excellence Committee will be held at 10:00am - 12:30pm on Monday, 22 April 2013 in Council Chambers 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

The Minutes of the 1/2013 meeting of the Educational Excellence Committee have been distributed.

To be taken as read and confirmed.

4.0 MEMBERSHIP

Educational Excellence Committee members will wish to welcome Associate Professor Janet Ransley to her first meeting of the EEC. Associate Professor Ransley is the incoming Committee’s Arts, Education and Law Group academic staff representative.

5.0 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

6.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) AND GROUP LEARNING AND TEACHING CITATIONS - STANDING ITEM

GAET AWARDS UPDATE AND REVIEW FOR 2013

6.1 At its 1/2013 meeting the Educational Excellence Committee considered a draft copy of the revised Griffith Awards & Citations for Excellence in Teaching guidelines and a
summary of proposed changes to the Griffith Awards for Excellence in Teaching (GAET) for 2013.

6.2 Members recommended a small number of additional changes to the revised guidelines, including:
- that an explicit directive to include the size of the classes the applicant teaches into be added to the requirements for the practice overview in the 2013 GAET guidelines; and
- the introduction of an Online Teaching Award as a GAET priority award category for 2013. While this was discussed as a possibility for 2014 with a revised set of criteria, a subsequent discussion with the DVC(A) resulted in a decision to implement this category in 2013 using the same set of criteria as for GAET.

6.3 The Secretary, EEC made the additions outlined above in 6.2 to the guidelines and summary document and forwarded these to LTC for executive approval before the launch of the schemes on Thursday, April 4, 2013.

6.4 The guidelines were executively approved on March 28, 2013, with a minor modification to the process for student nomination of staff for a Griffith Award for Excellence in Teaching. Student nomination of staff is now only through the student experience of teaching (SET) surveys. The online nomination form is only to be used by staff to nominate peers or to self-nominate for an Award.

6.5 The revised guidelines have been forwarded to Learning and Teaching Committee for ratification at the April 29 meeting. A copy of the latest version of the guidelines (2013/0006755) and the document summarising the changes (2013/0006756) are attached for members’ information.

6.6 Given that the Griffith Awards & Citations for Excellence in Teaching schemes are now open, Educational Excellence Committee is asked to discuss the number and composition of GAET Selection Panels for 2013, with particular regard to the pros and cons of each option, which includes (but is not limited to) the convening of a single panel to consider all applications. The primary concern with the 2012 selection panel composition as discussed at the 4/2012 meeting of EEC was having the Deans (Learning & Teaching) as the Chair of the Group Panels.

Recommendation
The EEC is asked to consider the pros and cons of the various possibilities for GAET Selection Panels for 2013, with a view to making a decision on the number and composition of panels in order to facilitate their timely coordination.

For consideration, discussion and comment

7.0 GRIFFITH GRANTS AND FELLOWSHIPS FOR LEARNING AND TEACHING – STANDING ITEM – UPDATE

GGLT UPDATE AND REVIEW FOR 2013

7.1 The 2012 structure of Grants and Fellowships has yet to be reviewed for 2013. The Chair is seeking initial input into this re-design for 2013. Particular issues identified for discussion include:

- Reporting Timelines – Modelling the reporting timelines on the OLT grant reporting deadlines where Progress Reports are due at six months and at the end of the first year, and the Final Report at the end of the second year, with a Financial Acquittal to follow no later than six months after the completion of the project for Two Year Grants.
 Submission Timelines – Moving either the submission date for EOI (currently July 9th) or the Final Report (currently July 31st) to ensure that the due date for EOI is after the submission date for Final Reports to avoid precluding potential applicants who haven’t yet submitted their final report from submitting an EOI as a lead in another project.

7.2 A copy of the 2012 Griffith Grants & Fellowships for Learning and Teaching Guidelines is attached for members’ reference.

Recommendation

The Educational Excellence Committee is asked to review the current guidelines for the Griffith Grants & Fellowships for Learning and Teaching with a view to making recommendations to LTC for changes for 2013.

For noting and discussion

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

8.1 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.

8.2 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.

8.3 The following final grant reports are 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>Prof Michael Balfour</td>
<td>Theatre Scope: Attainment, Access and Engagement&lt;br&gt;Developing sustainable responses to inclusion, diversity and student success through innovative and creative work-based learning initiatives</td>
<td>Final</td>
</tr>
<tr>
<td>Dr Steve Drew</td>
<td>Putting the “Principles” to work in SEET: Developing Capability and Practice for Teaching Excellence Using Peer Review</td>
<td>Final</td>
</tr>
<tr>
<td>Dr Calvin Smith</td>
<td>University-wide Implementation Strategy for Embedding Revised Griffith Graduate Attributes into Curricula</td>
<td>Final</td>
</tr>
</tbody>
</table>

8.4 The EEC is also asked to review the Final Report format to enhance the dissemination of findings across the University.

For discussion and recommendation
8.5 The following revised 7 month grant reports are also 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>Ms Nicole Graham</td>
<td>E-mentoring for global careers: connecting students to international employers to enhance and contextualise career development learning</td>
<td>7 month report (initially a 6-month pilot project, with a view to extend)</td>
</tr>
<tr>
<td>Dr Steve Drew</td>
<td>Embedding sustainable peer observation and peer assistance for improving teaching practice at Griffith University: creating a culture and communities of practice to build capabilities</td>
<td>7 month report</td>
</tr>
</tbody>
</table>

8.6 Ms Nicole Graham - *E-mentoring for global careers: connecting students to international employers to enhance and contextualise career development learning*

The EEC considered this progress report at the March 2013 meeting and agreed to return the Report to the Project Leader, Ms Graham and asked her to address the following points:

8.6.1 Outcomes and deliverables: The Committee requested more information as to why the project team hasn’t been able to deliver on the project’s intended outcomes. It suggested speaking to the processes and difficulties encountered by the project team in a more explicit way, so as to also be beneficial to other project teams, particularly in terms of how the project team’s actions have addressed the problems they have encountered.

The EEC also requested that the original and revised timelines of outcomes and deliverables for the project be included in a revised report.

8.6.2 Formative Evaluation: EEC members recommended that the challenges mentioned in the report be explained in more detail i.e. by identifying the specific problems, how long it took to resolve each one, and what exactly was involved; and that this be framed in the form of the project’s formative evaluation.

8.7 Dr Steve Drew - *Embedding sustainable peer observation and peer assistance for improving teaching practice at Griffith University: creating a culture and communities of practice to build capabilities*

The EEC last considered this progress report at the March 2013 meeting and agreed to return the Report to the Project Leader, Dr Drew and asked him to address the following points (as indicated by track changes on the relevant pages):

8.7.1 Participation: Page 25 of the report refers to the use of student focus groups, however the number of participating students is not mentioned. The number of students involved in the focus groups should be included in the next version of the report.

8.7.2 Evaluation: A considerable decline in the percentage of satisfied students from 93.2% in 2011 to 86.3% in 2012 in the SEET group SET results is observed on page 29 of the report, yet no explanation for this is provided. A possible explanation from the project team for this decline, in addition to any lessons the project team has learned as a result, should also be included in the report.

Recommendation
8.7.3 The Committee is asked to review the attached revised Griffith Grant for Learning and Teaching Progress Reports in light of its earlier advice to Ms Graham and Dr Drew.

For debate and decision

REVIEW OF TIMELINES FOR FEEDBACK ON PROGRESS REPORTS

8.8 Recent feedback from grant project leaders has indicated that EEC feedback on progress reports is often received too late to be formative for progressing their grants.

8.9 Timely feedback on the direction and progress of the project in particular (as opposed to just the quality of the report) is critical to the success of the project.

Recommendation

8.10 The Committee is asked to consider ways to expedite this process in order to ensure the timely return of feedback on Progress Reports to project leaders.

For consideration, discussion and comment

9.0 OLT STANDING ITEM – UPDATE

9.1 2013 Award applications

The Secretary, EEC will confirm the names of the individual teaching award applicants.

For noting and discussion

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

10.1 The Committee has a standing item concerning the identification of strategic issues in learning and teaching which are relevant to staff engagement with awards and grants in learning and teaching. At the 1/2013 meeting of EEC, the nominee of the Director, GIHE noted that the current process for endorsing and supporting expressions of interest for OLT grants is hectic, not conducive to quality and very demanding for GIHE and Academic Services staff.

10.2 It was suggested that the further development of a ‘pipeline’ approach for potential grant applicants, where ideas aligned with national and institutional priorities are already under consideration when OLT application deadlines are announced, would make the process more manageable and produce better quality outcomes.

10.3 Preliminary suggestions as to how such an approach may be reinstated to ensure the quality of applications included utilising the University’s leaders in institutional knowledge around Learning and Teaching i.e. the Deputy Heads of School L&T, Deans L&T and the Griffith Academy of Learning and Teaching Scholars (GALTS).

10.4 The Committee agreed to resume this discussion at the April meeting of EEC and is also asked to consider/share activities which EEC members (could) undertake around the excellence agenda to facilitate this approach.

Recommendation

Educational Excellence Committee is asked to consider ways of further embedding a pipeline approach in the academic Groups to facilitate the development of better quality grant applications and more successful outcomes.
For consideration and discussion

10.5 At a meeting of the Griffith Academy of Learning and Teaching Scholars (GALTS) earlier this year, it was decided that how to conduct scholarship and research into Learning and Teaching would be the focus of a series of seminars in 2013. These would build on the general introduction provided by Professor Stephen Billett’s seminar series in 2012 and focus more on theories of Learning and Teaching and methodologies.

10.6 The next series of seminars will be conducted on Tuesday 30th April (1-4, M10, 2.51) and Wednesday 1st May (GC Function Centre).

For noting and discussion

11.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

11.1 The Queensland Promoting Excellence Network recently submitted its second Progress Report to the OLT, in which it reported that the network had achieved approximately 80% of its planned deliverables.

11.2 In particular, the network has made progress in terms of maintaining strong links with the other state-based PEN networks, initiating benchmarking activities and developing sustainable and shared systems and approaches for fostering collaborative grant applications and showcasing good practice in learning and teaching, including via a new public website, www.qpen.com.au.

11.3 The Progress Report is attached for members’ information.

For discussion and noting

12.0 CELEBRATING TEACHING EVENTS 2013

12.1 The Griffith Institute for Higher Education is in the process of developing a series of best practice showcases in addition to its core professional development activities for Semester 1.

12.2 Preferred topics for these showcases were identified in a survey of Heads of Schools, Program Managers and academics conducted at the end of 2012. The list of preferred topics is attached.

12.3 Members of Educational Excellence Committee are asked to recommend lecturers and tutors from their Groups who might contribute to the showcases on these topics.

For discussion and recommendation

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

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

13.0 VICE CHANCELLOR’S TEACHING BURSARIES
13.1 Applications from the following staff have been approved for the Vice Chancellor’s Teaching Bursary for 2013:

- Dr Sean Horan (RHS)
- Dr Marie-Louise Fry (MKT)

13.2 The applications of each recipient are attached.

For noting

14.0 OTHER BUSINESS

15.0 2013 MEETING SCHEDULE

15.1 The Educational Excellence Committee is scheduled to be held on the following dates in 2013:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Nathan campus</th>
<th>Gold Coast campus</th>
</tr>
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<tbody>
<tr>
<td>Monday 22 April</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>Monday 20 May</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>Monday 22 July</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>Monday 2 September</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
</tr>
<tr>
<td>Tuesday 8 October</td>
<td>Room 2.01, Bray Centre (N54)</td>
<td>Room 3.60, Business 3(G06)</td>
</tr>
<tr>
<td>Monday 11 November</td>
<td>Room 2.01, Bray Centre (N54)</td>
<td>TBC</td>
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