EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10:00am - 12:30pm on Monday, 18 March 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 Holland (GBS) Until December 31st 2013
Dr Marion Tower (HTH) Until December 31st 2013
Dr Catherine Howlett (SEET) Until December 31st 2013

Vacant (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.
GRiffith University

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AGENDA

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Georgina Tkacz
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

The Minutes of the 4/2012 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 express their appreciation to the following outgoing Committee members for their contributions to the work of the group during their terms of office:

Dr Afshin Akhtarkhavari
Dr Peter Woods

Educational Excellence Committee members will wish to welcome the following new or returning Committee members:

Professor Ross Guest (GBS)
Dr Niru Nirthanan (HTH)
Dr Ann McDonnell (SEET)
Ms Christine Grimmer (Nominee of Director, GIHE)
Ms Karen van Haeringen (Nominee of Academic Registrar)

*For noting*

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 3/2012 meeting The Educational Excellence Committee considered the recommendations from the Group Excellence in Teaching Awards Selection Panels and recommended Dr Sarah Baker (AEL) for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the DVC (A).

6.2 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 was announced University-wide in a broadcast email on Friday, 19 October 2012, just prior to the first of the Celebrating Teaching Gala Nights on Monday, 22 October.

6.3 At its 4/2012 meeting, members of the EEC discussed a number of issues of concern with current GAETs processes, with a view to suggesting changes for 2013. It was noted that the Chair and the Secretary of the EEC would redraft the GAETs guidelines for 2013 in light of these discussions. A draft copy of the revised guidelines is attached (2013/0006751) for members’ consideration. A document summarising the changes is also attached (2013/0006752).

Recommendation

The EEC is asked to review the revised guidelines for the Griffith Awards for Excellence in Teaching with a view to making recommendations to LTC for changes for 2013.

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.

For noting and discussion
7.3 The recipients of the 2012 Griffith Grants for Learning and Teaching were announced University-wide in a broadcast email on Thursday, 1 November 2012. The EEC may wish to note the following successful Uni-level applications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Jason Lodge, Dr Steve Drew (GIHE), Ms Dianne Selzer (Griffith Online), Professor Jeremy Williams and Mr Leigh Stevenson</td>
<td>Leading organizational development for high-quality online learning: Modelling and building excellence at Griffith</td>
<td></td>
</tr>
<tr>
<td>Dr Calvin Smith (GIHE), Professor Nick Buys (HTH), Associate Professor Heather Alexander (GIHE)</td>
<td>Implementation of the Program Review and Quality Framework for Programs at Griffith: capability building for sustainable program quality assurance</td>
<td></td>
</tr>
</tbody>
</table>

7.4 A list of the Griffith group-level grants for learning and teaching is attached for members' information.

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 grant reports are attached for the consideration of the Committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>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>Prof Michael Balfour</td>
<td>Theatre Scope: Attainment, Access and Engagement Developing sustainable responses to inclusion, diversity and student success through innovative</td>
<td>Final</td>
</tr>
</tbody>
</table>
For discussion and recommendation

8.4 The following revised 7 month grant report (including three attachments) is 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>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>

8.5 The EEC considered this progress report at the September 2012 meeting and agreed to return the Report to the Project Leader, Dr Drew and asked him to address the following points:

1 **Formative Evaluation:** Page 5 of the report mentions that formative evaluation processes are being used to assess the project, however the results of those evaluations are not provided. In addition to naming the mechanisms used, some detail on the outcomes/findings of the formative evaluations should be included.

2 **PRO-Teaching:** The members requested that more information be provided on PRO-Teaching. In particular, some information around the outcomes of PRO-Teaching to date and the types of documentation and improvement plans developed should be included. An attachment with a summary of the review process, including the observation material used, would be useful. Clarification around whether the process improves SET/SEC results, with evidence from other sources to support this, would also strengthen the project.

3 **Evaluation and outcomes:** Outcomes, as well as plans for the evaluation of anticipated outcomes of the project to date, should be included. The Committee recommends involving an independent evaluator at this stage of the project.

Recommendation

The Committee is asked to review the attached revised Griffith Grant for Learning and Teaching Progress Report in light of its earlier advice to the Project Leader.

For debate and decision

9.0 **ANNUAL REPORT FOR THE EDUCATIONAL EXCELLENCE COMMITTEE FOR 2012**

9.1 Attached for members’ consideration is the 2012 Annual Report (2013/0006753), which includes the work plan for 2013 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.
For discussion

10.0 OLT STANDING ITEM – UPDATE

10.1 2012 Citation and Award applications

The OLT announced the recipients of its national teaching awards on November 20, 2012. While significantly fewer were awarded than in previous years, Dr Jessica Vanderlelie from the School of Medical Science and 2011 joint winner of The Vice Chancellor’s Award for the Griffith University Teacher of the Year was successful in the Early Career category of Awards for Teaching Excellence. The 2012 Awards Assessment Report and the 2012 Citations Assessment Report are attached.

10.2 2013 Fellowship, Citation and Award applications

Three Fellowship applications – two national and one senior – were submitted to the OLT on February 1. In addition, nine Citation applications and five award applications are currently under preparation. The list of applicants will be tabled for noting (2013/0006754) in a confidential document at the meeting and time frames for the national scheme will be discussed.

10.3 2013 Grant applications

The first round of OLT grant applications has been submitted for 2013, with Griffith submitting seventeen applications as a lead institution. The OLT Grant categories are Innovation and Development, Leadership for Excellence in Learning and Teaching, and Seed Projects. The criteria and guidelines for these can be found at http://www.olt.gov.au/grants-and-projects/programs-and-applications. A significant change to the guidelines in 2013 has meant the reintroduction of EOIs for Round 1. No full proposals (except for Seed Projects) will now be accepted in Round 2, other than from successful EOIs in Round 1.

For noting and discussion

10.4 Griffith Institute for Higher Education staff discussed the process for endorsing and supporting expressions of interest for OLT grants at their planning day on February 26.

10.4.1 It was noted that the current process is hectic, not conducive to quality and very demanding for GIHE and Academic Services staff.

10.4.2 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.

10.4.3 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
11.0 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

11.1 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. The most recent initiative is the Griffith Academy of Learning and Teaching Scholars Seminars Series.

11.2 The first GALTS Scholarship Seminar in the seminar series proposed by Professor Stephen Billett and facilitated by GALTS members at their respective campuses was held as follows:

- South Bank, Tuesday 23 October 2012, 2.00pm - 4.00pm, Room S02_7.04
- Mt Gravatt, Wednesday 24 October 2012, 2.00pm – 4.00pm, Room M15_1.13
- Gold Coast, Thursday 1 November 2012, 4.00pm and 6.00pm, Room G34_1.05

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and overview of the Academy</td>
<td>Chair of GALTS</td>
<td>5 mins</td>
</tr>
<tr>
<td>Scholarly Seminar</td>
<td>Professor Stephen Billett</td>
<td>45 mins</td>
</tr>
<tr>
<td>Questions and answers re seminar content</td>
<td></td>
<td>10 mins</td>
</tr>
<tr>
<td>Refreshments and networking with GALTS members</td>
<td>All available GALTS members</td>
<td>15 mins</td>
</tr>
<tr>
<td>Semi-structured consultation regarding participants’ needs/preferences/intentions (Hosted by 2/3 GALTS members resident on the relevant campus)</td>
<td>Facilitated by local GALTS member/s</td>
<td>30 mins</td>
</tr>
<tr>
<td>Summary and Future Plans</td>
<td></td>
<td>10 mins</td>
</tr>
</tbody>
</table>

11.3 The Chair will present a brief report on the first of the Griffith Academy of Learning and Teaching Scholars Seminars.

For noting and discussion

12.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

12.1 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.

12.2 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.

12.3 The Progress Report is attached for members’ information.

For discussion and noting
13.0  CELEBRATING TEACHING EVENTS 2013

13.1 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.

13.2 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.

13.3 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

14.0 VICE CHANCELLOR’S TEACHING BURSARIES

14.1 The following staff have been awarded the Vice Chancellor’s Bursary for the Graduate Certificate in Higher Education, undertaken in 2012:

Dr Tooran Alizadeh Fard (ENV)
Dr Sarah Baker (HUM)
Dr Deborah Delaney (GBS)
Dr Sean Horan (RHS)
Dr Mirela Malin (AFE)
Ms Georgina Neville (HTH)
Dr Kriengsak Panuwatwanich (ENG)
Dr Mary Sidebotham (NRS)

14.2 The following staff have been awarded the Vice Chancellor’s Bursary for the Masters of Learning & Teaching in Higher Education in 2012:

Dr Sven Venema (ICT)

14.3 The progress reports of each recipient are attached.

For noting

15.0 OTHER BUSINESS

16.0 2013 MEETING SCHEDULE

16.1 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>
</thead>
<tbody>
<tr>
<td>Monday 18 March</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
</tr>
<tr>
<td>Monday 22 April</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
</tr>
<tr>
<td>Monday 20 May</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
</tr>
<tr>
<td>Monday 22 July</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
</tr>
<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>
</tr>
</tbody>
</table>