GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

A meeting of the Educational Excellence Committee was held on Monday, 23 May 2011 via video conference in -1.18, Glyn Davis Building (N72), and 1.04, The Chancellery (G34).

MINUTES

PRESENT:

Professor Keithia Wilson (Chair)
Associate Professor Jock Macleod
Associate Professor Janis Bailey
Dr Catherine Howlett
Dr Peter Woods
Dr Afshin Akhtarkhavari
Ms Karen van Haeringen
Ms Chris Grimmer
Associate Professor Rob Barrett
Mr Richard Iles

Ms Rosemary Marson (Secretary)

APOLOGIES:

Mr Roger Allingham
Dr Niru Nirthanan
Dr Ann McDonnell

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 2/2011 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 GRANTS FOR LEARNING AND TEACHING GUIDELINES STANDING ITEM – UPDATE

2.1 The Chair introduced this item and reminded members of the Committee’s detailed discussions of this item at its 1/2011 and 2/2011 meetings. The proposed awards include a two-tiered scheme with the first tier combining an Institution-wide Fellowship and Grant scheme, and the second tier focusing on a Group administered Grant scheme. This model for the scheme was given in-principal approval by LTC at its March meeting, with advice that detailed guidelines be developed for the LTC’s consideration at its May meeting.
2.2 The EEC considered the guidelines for the 2011 Griffith Learning and Teaching Grants and Fellowship scheme (doc no. 2011/0004003), which include details concerning:

- **University level grants**: Strategic university-wide grant and/or fellowship projects (two years duration, up to $200,000);

- **Group Level grants**: Strategic Group/Discipline/School/Program/Course grant projects (one to two years duration, up to $50,000); and

A total of $600,000 of funding is allocated to the scheme, with $400,000 allocated to University level projects (grants and fellowships), and $200,000 to Group level projects.

2.3 The EEC endorsed the proposed guidelines, which they agreed reflected earlier discussions of the scheme, and asked for the following amendments to be inserted before the guidelines went to Learning and Teaching Committee for approval:

- A stronger distinction needs to be made between the university level fellowship and grant projects; and such definitions need to be included early in the document;
- Clear advice on the funding arrangements, particularly in relation to the buyout of academic staff successful in the Fellowship scheme, needs to be included. The EEC Chair undertook to raise this for discussion at the next Learning and Teaching Committee meeting;
- Requirements concerning the acquittal of funds spent, at the close of the first year of the Fellowship, need to be stipulated.

**Recommendation**

2.4 The Educational Excellence Committee recommended the Griffith Learning and Teaching Grants and Fellowship scheme, as described in doc no. 2011/0002784, and including the amendments outlined in 2.3 above, to the Learning and Teaching Committee for immediate implementation.

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

3.1 The revised Guidelines for the Griffith Awards for Excellence in Teaching (GAET) and Group Learning and Teaching Citations 2011 scheme (doc no. 2011/0002780) were distributed electronically to members prior to the meeting. The EEC recalled that the proposed changes included:

**Group Learning and Teaching Citation Scheme**

a) Replacing all references to “Faculty” with “Group” to reflect the new structure. Including a stipulation be added that staff who have been ALTC applicants are ineligible to apply to a future GLTC using the same contribution. This practice would not represent an even playing field given the level of support provided for ALTC applicants compared to GAET and GLTC applicants, nor does it help the selection process for the following year’s ALTC process.

b) That consideration be given to reversing the proportion of funds available to the GAETs and the GLTCs, the former becoming $50,000 and the latter $34,000. This would still provide for 17 citations of $2,000 each.

<table>
<thead>
<tr>
<th>Current GLTC Allocations per Group</th>
<th>Proposed GLTC Allocations per Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEL 8, GBS 7, HTH 5, SEET 4</td>
<td>AEL 5, GBS 4, HTH 4, SEET 4</td>
</tr>
</tbody>
</table>

www.griffith.edu.au/committees
Griffith Awards for Excellence in Teaching Scheme
The following changes are recommended to simplify the GAET Guidelines, promote equity, and streamline business processes:

a) staff who have been ALTC applicants are ineligible to apply to a future GAET or GLTC using the same contribution. This practice would not represent an even playing field nor does it help the selection process for the following year’s ALTC process.

b) consideration be given to reversing the proportion of funds available to the GAETs and the GLTCs, the former becoming $50,000 and the latter $34,000. This would provide for 17 citations of $2,000 each.

c) three GAET program awards be available annually to a value of $4,000 to encourage suitable applicants and support the development of broader pool of possible ALTC program award applicants.

Members noted some minor editorial errors in the document and requested that these be corrected prior to the transmission of the document to Learning and Teaching Committee. These corrections were subsequently included in doc no. 2011/0002782 and approved by Learning and Teaching Committee at its 30 May meeting.

3.2 Timeline – To accommodate the changes outlined above, a revised timeline for the 2011 scheme has been developed. EEC members were advised that some re-consideration of the dates provided may be necessary in order to accommodate the timing of the GIHE Workshops. At the time of the meeting, the following dates were noted: 18 May – Broadcast email to launch GLTC and GAETs; 18 May GAET nominations open; 10 June nominations close. 1 August GAET applications due; 16-26 August GAET selection panels held. 23 September GAET recipients announced. On the 8 July the GLTC applications are due; 3 October GLTC full applications due.

3.3 Selection Panel Chairs - The Chair has discussed with the Secretariat the strategy of making early decisions regarding the Panel Chairs for the GAETs. A draft of the 2010 Selection Panels was considered by the EEC, and a range of changes were noted by the Secretary for the 2011 Panel Chairs and Panel members.

Recommendation

3.4 The Educational Excellence Committee recommended the Griffith Awards for Excellence in Teaching Scheme, as described in doc no. 2011/0002782, to the Learning and Teaching Committee for immediate implementation.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

NIL

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
(TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S))

NIL

SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION
4.0  GRIFFITH GRANTS FOR LEARNING AND TEACHING – INTERIM AND FINAL REPORTS

4.1 In accordance with the Griffith Grants for Learning and Teaching Guidelines, the Educational Excellence Committee was asked to review the interim and final reports and of all successful Level 1 and 2 learning and teaching grant recipients and provide feedback to project teams.

4.2 The following grant reports were submitted to the EEC for the Committee’s consideration:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Michael Balfour</td>
<td>Theatre Scope: Attainment, Access and Engagement Developing sustainable responses to inclusion, diversity and student success through innovative and creative work-based learning initiatives</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Assoc Professor Jayne Clapton</td>
<td>Engaging with the Moral Obligations of Social inclusion in Higher Education: Leading Griffith University’s Agenda for Excellence from Logan</td>
<td>Interim Report</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>Interim Report</td>
</tr>
<tr>
<td>Janine Chipperfield</td>
<td>Implementing Peer Assisted Study Sessions (PASS) in the Griffith Health and Business Groups</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Dr Marion Mitchell</td>
<td>The development of efficient and effective objective simulated clinical evaluations (OSCE) in the Health Group to support clinical competence of graduates</td>
<td>Final Report</td>
</tr>
<tr>
<td>Dr Duncan Nulty</td>
<td>Promoting good practices in assessment</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Dr Calvin Smith</td>
<td>Staff Development: WIL</td>
<td>Final Report</td>
</tr>
<tr>
<td>Roslyn Franklin</td>
<td>Virtual Internship - bridging the local, rural, remote and international boundaries through a collaborative communication environment using Horizon Wimba</td>
<td>Final Report</td>
</tr>
</tbody>
</table>

4.3 The Committee noted that, given the detailed nature of the Reports and the need for an appropriately thorough response on the part of the Committee, the best course of action would be to establish a sub-group to consider the Reports and formulate suitable responses to the academic staff listed in 4.2.

4.4 The following members of EEC met on 15 March 2011: Prof Keithia Wilson, A/Prof Janis Bailey, and Ms Christine Grimmer to consider the reports.

5.0 PROMOTING EXCELLENCE INITIATIVE (PEI) - STANDING ITEM

5.1 The EEC considered the final report of the Promoting Excellence Initiative (PEI). Ms Grimmer was asked to introduce this item. Ms Grimmer reminded members that the PEI provided an opportunity for Griffith to enhance its performance in all schemes, especially grant schemes, and in so doing, make explicit links between staff engagement with ALTC programs and their scholarship of learning and teaching. The project also provided resources and access to a national network of models for developing sustainable processes for the engagement and dissemination of quality
materials concerning learning and teaching. Specifically the goals of the Griffith PEI were to:

- Develop, embed and evaluate a systematic, sustainable and evidence-based approach to enhancing learning and teaching practice and scholarship among academic staff across diverse disciplinary and teaching contexts;
- Enable and support staff to engage successfully with ALTC award, grant and fellowship programs; and
- Facilitate the dissemination and adoption across the University of best-practice initiatives generated through ALTC funded initiatives.

The EEC was reminded that in order to achieve these goals, the following key outcomes were identified

- Enhanced staff development and support that maximises student and staff outcomes and is reflected in the quality of nominations/applications for Griffith and ALTC awards, grants and fellowships;
- Increased number of successes in ALTC schemes and other external forms of recognition;
- Enhanced dissemination and embedding of Carrick project outcomes and best practice;
- Sustainable mechanisms which build capacity for excellent teaching and scholarship at local and institutional levels; and
- A strategic, centralised administrative base for managing Carrick grants, awards and fellowship programs.

5.2 Ms Grimmer drew members’ attention to the scholarly networks in the Academic Groups that have been established within Griffith as a part of the PEI and which will be the major focus of ongoing work. The EEC was asked to note the key roles that GIHE, the Secretariat, and the EEC have played in supporting this project. Members were reminded that the Learning and Teaching Awards and Grants website on learning@griffith were among the major outcomes of the project. In relation to the website, members were advised but that its ongoing maintenance and ensuring the currency of information on the site posed a significant challenge. Strategies to address this include the use of more links to source sites where information is routinely changed and a moderate annual allocation within the GIHE's Service Level Agreement with INS L&T to update the site. Ms Grimmer advised that the ALTC has called for Expressions of Interest for institutions to maintain state-wide PE networks that grew out of the PEI. $50K across two years will be available to successful applicants to continue these networks. Griffith intends to lead an EOI for state-wide network funds in partnership with QUT and USQ.

5.3 In conclusion, Ms Grimmer advised that the PEI Forum will be held on 7-8 June 2011 and that she will be attending as the GIHE representative at this final meeting for the project. The Chair thanked Ms Grimmer for her significant work on this project.

6.0 PRINCIPLES TO PROMOTE EXCELLENCE IN LEARNING AND TEACHING AT GRIFFITH: IMPLEMENTATION PLAN - STANDING ITEM

6.1 Ms Grimmer advised members of the EEC that the Principles were now embedded in the GIHE website and are generally regarded as a central tool in the daily work of the GIHE and other areas involved in promoting excellence in learning and teaching. Ms Grimmer suggested that other means by which the Principles can be embedded in Griffith’s practices are through the Deans (Learning and Teaching) network and the Academy of Scholars. The Chair thanked Ms Grimmer for her consistent work in
promoting this aspect of the PEI and recommended that a demonstration of the PEI website be scheduled for a future meeting.

7.0 ALTC UPDATE - STANDING ITEM

7.1 2011 grant applications The EEC noted the following ALTC Award applications, which will be submitted to the ALTC on 14 June 2011: Academic Integrity, Uni-reach, Michael Balfour (EPS), Brett Freudenberg (GBS), David Neumann (HTH), and Yuping Wang (LAL).

8.0 MEMBERSHIP

8.1 Educational Excellence Committee members welcomed the following new Committee member: Mr Richard Iles (Post/Grad student representative – PhD candidate with the GBS).

9.0 STRATEGIC ISSUES IN LEARNING AND TEACHING – STANDING ITEM

9.1 The Chair deferred discussion of this item to a future meeting.

10.0 CHAIR’S REPORT

10.1 Update on the Australian Learning and Teaching Council. The Chair referred members to the ALTC press release in which the five 2011 National Teaching Fellows, each worth $350,000, were announced as follows:

- Professor Wageeh Boles, Queensland University of Technology
- Professor James Dalziel, Macquarie University
- Associate Professor Les Kirkup, University of Technology, Sydney
- Professor Beverley Oliver, Curtin University
- Professor Cobie Rudd, Edith Cowan University.

The Chair invited the Head of the Secretariat to report on her recent visit to Sydney, as part of the assessment of the ALTC Citations for 2011. Ms van Haeringen reported that there were two observers from DEEWR present at the ALTC sessions in Sydney (20th May) and that DEEWR will open a branch in Sydney’s CBD in September with ten existing ALTC staff from the current program’s area – grants, awards, and citations. During August a series of consultations will take place to shape the future of the learning and teaching grants scheme in Australia.

10.2 The Aboriginal and Torres Strait Islander Curriculum Development and Implementation Working Party and Reference Group Update. The Chair advised members that she and the co-chair, Chris Matthews, have met with the DVC(A) to reconvene the reference group of Elders as the first phase of the project is to focus on the development of appropriate community participation with the Griffith Elders and their communities.

11.0 NEXT MEETING

The next meeting of the Educational Excellence Committee was scheduled for Monday, 1st August at 10am via video conference in room 2.06, Bray Centre (N54) and room 1.04, the Chancellery (G34).

However, the August meeting will be rescheduled and Ms Donna Kalaentzis (ex 57879) is currently emailing members to organise a revised date for later in August.
Confirmed: ........................................... (Chair)

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