GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

ACTION SHEET

A meeting of the Educational Excellence Committee was held at 10.00am on Monday 24 November 2008 in Room 2.01 Bray Centre (N54), Nathan campus

Item 1.0 ATTENDANCE

Present:
Associate Professor Keithia Wilson
Ms Heather Cameron
Professor Joy Cumming
Ms Christine Grimmer
Dr Jock Macleod
Dr Ann McDonnell
Ms Dianne Selzer
Dr Ricardo Simeoni

Apologies:
Dr Janis Bailey
Mr Sam Di Mauro
Ms Hilarie Dunn
Professor Dan Funk
Professor Sue Spence

Secretary: Ms Rae-Anne Locke

CONTENTS

Item 2.0 CONFIRMATION OF ACTION SHEET

Action
Action sheet accepted as a true and accurate record of the Committee’s 8/2008 meeting. Confirmed Jock Macleod, seconded Heather Cameron

Item 3.0 CHAIRPERSON’S REPORT

Description
3.1.1 ATSI Inclusive Curriculum Development and Implementation Working Party and Advisory Group
The Chair reported Ms Rosalie Neve, had commenced in the role of project officer and that the Working Party would be holding a curriculum workshop this week.

3.1.2 ALTC Update
The Chair reported that Griffith has submitted 2 full proposal plus one expression of interest for ALTC Competitive Grants for 2009. In addition, Griffith is the partner in a further two applications. Leadership Grants close March 19th and Priority Projects Grants close April 8th.

Action
Noted.

Item 4.0 REPORTS FROM SUB-COMMITTEES

Item 4.1 Description
SPORTS SCHOLARSHIP COMMITTEE
No meeting to report.

Action
Noted.

Item 4.2 EXCELLENCE EXPO COMMITTEE
No meeting to report.

EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION

Following discussions with the Deputy Vice Chancellor (Academic) and the Pro Vice Chancellor (Learning and Student Outcomes), the constitution of the Educational Excellence Committee has been revised to remove the focus on student scholarships and schemes that encompass student achievements and excellence. It is recommended the Educational Excellence Committee retain its staff enabling focus. As a result of this change of focus, the Sports Scholarship and Excellence Sub-committees will be disestablished as sub-committees of the Educational Excellence Committee. Instead, the Sports Scholarship Committee will report directly to the Deputy Vice Chancellor (Academic) and the Excellence Committee will report to the Provost, Logan and Gold Coast, Professor Max Standage.

The Dean, Griffith Graduate Research School recommended the section nominating one postgraduate student member be expanded to read “one postgraduate or Honours student”.

The Committee resolved to recommend to the Learning and Teaching Committee that the revised Educational Excellence Committee Constitution be approved.

1. Secretary to amend constitution to include Honours students.
2. Secretary to forward the Committee’s recommendation to the Learning and Teaching Committee.

GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET)

Proposed changes to GAET's:

The Committee accepted the following changes to GAET’s:

- The renaming the Cultural Diversity Award to the Cultural Inclusiveness Award and the expanded description with a minor amendment of the first sentence to – “The Cultural Inclusiveness Award acknowledges the University’s commitment to a learning environment characterised by a diversity of cultures…”;
- Collapsing the two supervision awards into a single Research Supervision Award;
- Modifying the evidentiary requirements:
  - to a minimum of three semesters SET or SEC in lieu of SET, where the teacher was the principle teacher;
  - to three years maximum;
  - no qualitative data or other forms of evidence to be included as an appendix;
  - a minor amendment of the first sentence to – “… with a minimum of three sets of data of teaching (SET) and course (SEC) evaluation…” (i.e., remove viz. for 3 course);
- The expanded description of the Practice Overview.

The Chair advised that the Deputy Vice Chancellor (Academic) would prefer the term “casual” be replaced with “sessional” for the Casual Staff Award. The HRM representative explained the term casual staff reflected the current enterprise bargaining terminology.

Proposed changes to Guidelines for GAET Panels:

The Committee accepted the Guidelines for Panels with the following changes:

- If a panel member has a minor conflict of interest, then they should declare this to the panel at the selection panel meeting but would stay on the panel.
- If a panel member had a major conflict of interest, then they should declare this to the panel chair prior to the selection panel meeting. The panel member may choose to withdraw from the panel or may remain on the panel but should refrain from discussing or ranking the applicant or application. If the panel member with this conflict of interest is the panel chair, then they should contact the chair of the Educational Excellence Committee prior to the panel meeting.
- If any member had serious concerns about the validity of the representations made, panel members should speak to the panel chair.
The dot point five under General Guidelines be expanded to accommodate the above conflict of interest stipulations – i.e., “Decisions must be made on the information and evidence provided in the application, rather than on any knowledge of the applicant, except where a panel member has serious concerns about the validity of representations made in the application.

Nominations process for Faculty Learning and Teaching Citations (FLTCs) and GAETs:
The Committee discussed the proposed nominations processes with the following comments:

- While it was recognised that the FLTCs did not have a separate nomination process, there was a need for a process where people who had received a FLTC could be further encouraged to apply for a GAET.
- While it was also recognised that there was no separate nomination process for GAET program awards, there was a need for a mechanism to identify exemplary programs.
- As it was unlikely the radio button on SET and SEC for students to nominate teachers for an award would not be operational in time for GAET 2009, it was considered useful to retain a student nomination process.
- Managers needed to take into consideration class sizes and year levels when reviewing potential applicants using the top range of SET and SEC scores.
- Expand 4 (Head of School), 5 (Dean (L&T) and 6 (PVC (LSO)) nominations processes description to reflect the use of other forms of evidence when identifying potential applications – i.e., “… will make decisions based on SET and SEC and other related evidence”.
- The new processes needed further elaboration and detail in 2009.

Actions
1. Chair to refer the naming of the Casual Staff Award back to the Deputy Vice Chancellor (Academic).
2. Chair to make recommended changes to documents.
3. Chair and Secretary to move forward to LTC early in 2009.

Item 7.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE

Description
At the 8/2008 meeting, the Educational Excellence Committee considered two confidential documents: The Report of the Working Party on the Diversity of Academic Roles from the University of Queensland and a draft Academic Promotion Policy from Macquarie University. The Committee acknowledged that much of the information that was in the two documents was also contained in various Griffith documents such as the Academic Staff Review Policy and the Promotions Policy. However, the Committee asked that consideration be given to revising current Griffith promotion documents to disaggregate promotion in learning and teaching by level and by teaching, service and scholarship, in a similar way to the documents from Macquarie and the University of Queensland.

The Committee resolved to recommend to Learning and Teaching Committee to recommend to the Deputy Chancellor (Academic) that the current guidelines for promotion in teaching be further developed for the purposes of Griffith staff development and promotion.

The Committee also discussed the establishment of an electronic learning and teaching evidence portfolio of that staff could use in a similar way to the researchfolios. Members agreed an e-portfolio tool that served multiple purposes (e.g., staff and student use) would be desirable. To support staff, an e-portfolio might include explanatory guidelines, templates and exemplars. The GIHE representative suggested the GIHE Good Practice Guide, Documenting evidence of good teaching practice might serve as a useful basis for a template. Further support would address such questions as: 1) what would an excellent evidence portfolio look like? 2) how does one demonstrate reflective practice and achievements? It was also suggested the portfolio might be aligned with the GAET/ALTC criteria, thus assisting staff in applying for learning and teaching awards.

The Committee resolved to recommend to Learning and Teaching Committee to recommend to the Deputy Chancellor (Academic) that e-portfolios be investigated to support staff development and promotion in learning and teaching.

Actions
Secretary to forward the Committee’s two recommendations to the Learning and Teaching
### Item 8.0  PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

**Description**  
The PEI Project Manager, Ms Christine Grimmer tabled a sample document which collated grants and awards information and resources for use by Heads of Schools and Departments. The PEI manager reported:

- Online resources that were developed by the PEI team were available from the *Grants and Awards Organisation* in Learning@Griffith. This was accessible through 1) the *Awards and Grants* page of the Learning and Teaching website ([http://www.griffith.edu.au/learning-teaching/awards-grants](http://www.griffith.edu.au/learning-teaching/awards-grants))  

- The Pro Vice Chancellor (Learning and Student Outcomes) is seeking to review the foci of the PEI Project and use the PEI resources to support the broader learning and teaching agenda and the *Principles to Promote Excellence in Learning and Teaching Practices at Griffith University*.

- The PEI Reference Group was meeting in December.

- Griffith was hosting a PEI QLD Network meeting in December.

- The issue of sustainability and the development of a communication strategy was a priority.

- The PEI booth at the Blended Learning Showcase attracted quite a bit of interest.

**Action**  
Secretary to forward *Principles to Promote Excellence in Learning and Teaching Practices at Griffith University* to members.

### Item 9.0  GRIFFITH GRANTS FOR LEARNING AND TEACHING

**Description**  
The Chair reported that the overall number of Expressions of Interest (EOI) for Griffith Grants for Learning and Teaching were down slightly on last year. However, the number of level three EOIs doubled and the quality of applications was much higher.

**Action**  
Noted.

### Item 10.0  ALTC STANDING ITEM

**Description**  
The Chair advised the Committee that applicants are currently being identified, recruited and interviewed for ALTC Fellowships and the Australian Awards for University Teaching.

The Chair reported she had been invited to QUT to speak to their awards staff and applicants. QUT seek EOIs from potential applicants by the end of September each year. A panel selects applicants to proceed and applicants are assigned a paid external critical friend from their discipline. The University of Adelaide also seek an EOI.

**Action**  
Chair and Secretary to put on the agenda for further discussion in early 2009.

### Item 11.0  STRATEGIC USE OF AWARD WINNERS AND DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS

**Description**  
The GIHE representative reported that members of the Scholarship of Learning and Teaching Community of Practice were disappointed that more award and grant winners were not part of the COP. Ms Grimmer also reported GIHE were proposing the Celebrating Teaching Seminar series in 2009 comprise sessions by grant and award recipients, are facilitated by Group PVC’s and involve poster sessions by FLTC and GAET recipients and staff showcasing initiatives.

**Action**  
GIHE representative to send draft Celebrating Teaching Seminar series program to Secretary to distribute to members.  
Chair and Secretary to put on the agenda for further discussion in early 2009.

### Item 12.0  SCHOLARSHIP POLICIES AND CONDITIONS

**Description**  
The Committee was asked to approve changes to several undergraduate and postgraduate Griffith scholarship policies and conditions.

Changes to the Commonwealth, Chancellors and Patience Thoms documents include revised dates.
and reworking the documents to make them more generic. The Commonwealth Learning Scholarships have also had a name change to Commonwealth Scholarships.

The Sir Samuel Griffith's only major changes are the removal of excluded programs (already approved) and the requirement for 2009 recipients to maintain a GPA of 5.5 instead of a GPA 5. This is in line with the requirements for Griffith's Honours College for their students to maintain a GPA of 5.5. As all Sir Samuel Griffith Scholarship recipients are in the Honours College, this provides a consistent benchmark for the recipient.

The Educational Excellence Committee resolved to recommend to Learning and Teaching Committee approval of the following:

- Chancellor’s Scholarship Policy (2008/0022041)
- Chancellor’s Scholarship Conditions for 2009 (2008/0022042)
- Patience Thoms Indigenous (Honours and Postgraduate) Scholarship Policy (2008/0022043)
- Patience Thoms Indigenous (Honours and Postgraduate) Scholarship Conditions for 2009 (2008/0022044)
- Commonwealth Scholarships Policy (2008/0022045)
- Commonwealth Scholarships Conditions for 2009 (2008/0022046)
- Sir Samuel Griffith Scholarships Policy (2008/0022047)
- Sir Samuel Griffith Scholarships (2008/0022048)

Action
Secretary to forward the Committee’s recommendation to the Learning and Teaching Committee.

Item 13.0 CELEBRATING TEACHING EXCELLENCE WEEK REPORT
Description The Secretary reported that the University’s inaugural Celebrating Teaching Excellence Week was successful.
Action Noted.

Item 14.0 NEXT MEETING:
Description The 2009 meeting scheduled was attached and noted by members.
Action Noted.

OTHER BUSINESS
Description On behalf of the Educational Excellence Committee, the Chair wished to place on record its appreciation of the contribution of:

- Members whose term was expiring - Dr Ricardo Simeoni and Dr Ann McDonnell;
- The Dean, Griffith Graduate Research School, Professor Joy Cumming, who was retiring from the University in 2009;
- Sports Scholarships Committee Chair, Professor Dan Funk; and
- Excellence Expo Committee Chair, Mr Sam Di Mauro.

Action Noted.

Confirmation of minutes_________________________ Date: ___________________