MINUTES

PRESENT:

Professor Keithia Wilson (Chair)
Dr Marion Tower
Associate Professor Jock MacLeod
Dr Catherine Howlett
Ms Karen van Haeringen
Ms Christine Grimmer

APOLOGIES:

Dr Ann McDonnell
Dr Peter Woods
Dr Afshin Akhtarkhavari
Associate Professor Robyn Hollander
Dr Niru Nirthanan
Mr Ryan Murdoch
Ms Ruth Potts

Ms Georgina Tkacz (Secretary)

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 COMMITTEE QUORUM

At the scheduled meeting time, a quorum of the committee was not present. As there was no urgent business the Committee continued its discussion of its standing items making no decisions.

2.0 CONFIRMATION OF MINUTES

The minutes of the 3/2012 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

NIL

SECTION B: ACTION UNDER DELEGATED AUTHORITY

NIL

SECTION C: OTHER RECOMMENDATIONS AND REPORTS

NIL
SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

3.0 GAET AWARDS UPDATE AND REVIEW FOR 2013

3.1 EEC (3/2012 meeting) endorsed the recommendations of the selection panels for the Griffith Awards for Excellence in Teaching (GAET) and raised a number of concerns with the current GAET processes. These included:

- the composition of the selection panels;
- application of the selection criteria by the Panels;
- clarification & revision of the guidelines around previous award winners reapplying;
- the transparency of the purpose of the awards as a pathway to the national awards and the need for revision of the approaches to identifying GAET candidates; and
- review of the awards categories for 2013.

3.2 In response to these concerns, members of the EEC were asked to review the current guidelines for the Griffith Awards for Excellence in Teaching, with a view to discussing changes for 2013. Members discussed each of the above points in turn. The discussion covered the following topics:

3.2.1 Composition of the GAET selection panels: The Committee discussed the pros and cons of having the Deans (Learning & Teaching) as the Chair of the Group Panels. A concern was expressed that applicants may perceive the Deans as having a conflict of interest. It was also noted there can be a tendency for some Panel members to defer to the Dean’s judgement. During the discussion, members requested that the role of the Panel Chair be clarified and more comprehensively documented in the guidelines.

3.2.2 Application of the Selection Criteria: During the discussion it was apparent to members that a set of higher order criteria used to make a recommendation for the Vice Chancellor’s award (based on the OLT criteria) needed to be provided to panels to assess all GAET applications, resulting in greater consistency that is implicit in the Guidelines but are not necessarily transparent to assessors and applicants. They are as follows:

- evidence of impact on student learning;
- applied scholarship;
- wide range of evidence;
- consistently high SET and SEC evaluations for appropriate award categories and;
- demonstrated creativity/innovation/resourcefulness

and that these need to be explicitly included in the guidelines for both applicants and assessors. During the discussion the view was expressed that the inclusion of these criteria may go some way to ensuring more consistent assessment of the applications by the panels.

In addition, panels would be instructed to apply these criteria in an ‘absolute’ fashion to determine the strongest application, i.e. only to recommend applicants who had demonstrated excellence in teaching on the criteria, and not relative to the length of their teaching experience or opportunities.

3.2.3 Applications from previous winners of Group Excellence in Teaching Awards: This year a number of applications were submitted from former winners of a Griffith Award for Excellence in Teaching, which, according to the current
guidelines, is permitted after three years. Members discussed the impact on the academic community of an individual receiving the Group Excellence in Teaching Award more than once and suggested in the redrafting of the GAET Guidelines recipients of the Group Excellence in Teaching Awards not be permitted to reapply for any of the GAET awards, with the exception of the Programs and Teams that Enhance Learning Award.

3.2.4 Review of Award Categories: The Committee also discussed changes to some of the award categories, noting that the 'Teaching Large Classes' category is no longer an OLT priority and the need to review the 'First Year Advisor' category in light of institutional changes.

Resolution

3.3 The EEC noted that the Chair, in conjunction with the Secretary of EEC, is redrafting the GAET guidelines for 2013.

4.0 OLT FELLOWSHIP PROGRAM

4.1 The Office for Learning and Teaching has initiated two activities recently in relation to its Fellowship Program. The first is seeking evidence about the positive impact that Fellows have on higher education (HE) and the second is new Guidelines for the 2013 Fellowships. A document summarising the changes to the Fellowship Guidelines for 2013 was attached for members’ information.

4.2 To date the University has achieved 9 ALTC/OLT Fellows, some of whom have been the recipient of both a senior and national fellowship. The Educational Excellence Committee was asked to discuss the following questions to determine whether there should be greater alignment between the University’s Fellowship applicants and its institutional priorities and to inform a workshop for potential Fellowship applicants currently being developed by The Educational Excellence Committee, the Griffith Academy of Learning and Teaching Scholars, Academic Services and GIHE:

- What impact has Griffith's OLT Fellows had on the institution and/or their discipline?
- What would indicate that the OLT Fellowship has been successful in the context of the institution and/or the discipline?
- How can Griffith best use the OLT Fellows in its strategic objectives for Learning and Teaching?

Resolution

4.3 EEC members noted that Griffith doesn’t appear to have a systems approach of capturing the impact of its Fellows and that additional evidence of impact to supplement disseminations and reports may need to be investigated.

4.4 The EEC noted a more systematic approach for identifying applicants for National Fellowships was needed. The Committee’s discussion addressed closer alignment of the Griffith Grants for Learning and Teaching Fellows with the national Fellowships, greater acknowledgement of the work of the national Fellows within Griffith University to encourage potential applicants to consider Griffith University Fellows as a pathway to the national Fellowships and assigning a focus for institutional Fellowship applications consistent with the current national strategic objectives to make developing an application easier and more appealing for potential applicants.
5.0 GRiffith Grants FOR LEARNING AND TEACHING - STANDING ITEM

5.1 The Griffith Grants Sub-committee of the Learning and Teaching Committee has concluded its consideration of the expressions of interest for all levels of Griffith Grants for Learning and Teaching. Recommendations for applicants to proceed to full applications were forwarded by the DVC (A) to the applicants on 7 August. Full applications were due on 2 October.

5.2 The Chair provided a verbal update on the successful applicants. Two full applications for Uni-level grants have been received:

1. Leading organisational development for high quality online learning: Modelling and building excellence at Griffith – Dr Jason Lodge and Dr Steve Drew
2. Implementation of the Program Review and Quality Framework for Programs at Griffith: capability building for sustainable program quality assurance – Dr Calvin Smith, Prof Nick Buys, Assoc Prof Heather Alexander

5.3 The Chair of EEC noted that just 2 Uni-level applications represented a considerable decrease in applications from previous years.

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

6.1 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.

6.2 The Chair of the EEC gave a brief summary of the first GALTS Scholarship Seminar in the seminar series proposed by Professor Stephen Billett. The Chair explained that the focus of the Seminars Series would be two key issues around contributing to the Scholarship of Teaching and Learning, the first in terms of applied scholarship to guide practice and the second regarding supporting research into Learning and Teaching.

The following dates and venues of the Griffith Academy of Learning and Teaching Scholars Seminar Series were noted by members:

- 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

A flyer detailing the first seminar was also attached for members’ information.

6.3 The seminar program was also noted by members.

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<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
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<tr>
<td>Welcome and overview of the Academy</td>
<td>Chair of GALTS</td>
<td>5 mins</td>
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<tr>
<td>Scholarly Seminar</td>
<td>Professor Stephen Billett</td>
<td>45 mins</td>
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<td>Questions and answers re seminar content</td>
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<td>10 mins</td>
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<tr>
<td>Refreshments and networking with</td>
<td>All available GALTS members</td>
<td>15 mins</td>
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7.0 CELEBRATING EXCELLENCE IN TEACHING WEEK 2012

7.1 The EEC noted that the University’s Celebrating Excellence in Teaching Week will be held in the last week of October, offering opportunities for Griffith staff to engage in a diverse range of local and University-wide events. The 2012 Celebrating Excellence in Teaching Week program includes Griffith’s annual Blended Learning Symposium and “The Learning and Teaching Standards Debate”.


7.2 The University’s Celebrating Teaching Gala Nights will be held at the Gold Coast campus on Monday 22 October and at the South Bank campus on Monday 29 October, 6:00pm-8:30pm. A flyer promoting the Gala Nights was also distributed for members’ information.

8.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

8.1 The Deputy Academic Registrar provided an update on the work of the Queensland Promoting Excellence Network. The network recently submitted its Year 1 Progress Report to the OLT and its third forum is scheduled to take place on October 12.

8.2 The network’s achievements to date, as documented in the report, include the network’s response to the Alison Johns report, which resulted in the adoption of the network’s recommendation for a title change to the former Mid-Career Fellowship category by the OLT and the initiation and organisation of the Q-PEN roundtable at the July HERSA conference.

8.3 The report also documented the maturity of the network’s relationships in comparison to the other state PENs and the conservative expenditure of the Q-PEN budget to date. As a result, the report also included a recommendation to the OLT that the network be sustained until the OLT review process in 2014.

9.0 2012 OLT CITATIONS RECIPIENTS

9.1 Senator Evans officially announced the recipients for the 2012 Citations for Outstanding Contributions to Student Learning on 17 September.

9.2 The EEC noted that a total of six citations were awarded to the following Griffith staff in 2012:
Dr Natalie Colson
For distinctive and inspirational teaching approaches that enhance the learning experience for a large and diverse transitioning first year cohort

Professor Richard John, Mr Sidney Hooker, Mr Chris Kern, Ms Louise Maddock, Mr Randall Hall, Mr Kerry Kitzleman and Ms Julie Flynn
For sustained leadership in science education via the Griffith Science Education Alliance: a community engagement program inspiring students and teachers of science

Dr Rowan Michael, Dr Ian Walkinshaw, Dr Ben Fenton-Smith, Dr Ana Lobo and Ms Pamela Humphreys
For enhancing international students' academic English language proficiency through innovative discipline-specific courses, exemplary assessment practices, and strong support mechanisms that foster independent learning

Associate Professor Raymond Tedman
For leadership in curriculum innovation, using a constructivist approach to learning and teaching through problem-based-learning (PBL), within the context of a new medical program

Dr Jessica Vanderlelie
For the development and implementation of innovative assessment strategies that facilitate student learning and engagement in Biochemistry

Ms Sarah Woodland, Professor Michael Balfour, Professor Bruce Burton, Ms Linda Hassall, Associate Professor Julie Dunn, Ms Jessica Veurman-Bettis, Ms Ali Clinch, Ms Jenny Penton, Ms Alix Lencz, Mr Clark Crystal, Dr Dale Kerwin, Associate Professor Penny Bundy and Dr Madonna Stinson
For the sustained development of theatre projects that foster respect and support for students as co-creators in responding to issues of social inclusion in universities.

9.3 A list of all the successful recipients is available at: http://olt.gov.au/awards.

9.4 A table summarising the 2012 OLT Citation recipients by state was also attached (2012/0005752).

9.5 The Chair of EEC congratulated Academic Services for their assistance in the development of the eight applications submitted by Griffith in 2012, six of which were successful. The Chair also noted that the recipients were evenly distributed across group and individual categories, and that the three individual citation recipients were all from the Health Group.

10.0 2012 OLT FUNDING DATA

10.1 A table containing the comparative performance data of institutions with regard to securing OLT funding in 2012 was attached (2012/0005753) for members’ information.

10.2 The EEC noted that addition of the funding received from the recent 2012 OLT Citations round puts Griffith in sixth place nationally in terms of the allocation of OLT funds.

11.0 NEW GRIFFITH LEARNING AND TEACHING WEBSITE

11.1 The EEC noted that the new Griffith Learning and Teaching website is scheduled to be launched in Celebrating Excellence in Teaching Week. The new site integrates all resources and supports for learning and teaching including those currently hosted on the GIHE website into one location. The new site will include links to an engaging social networking site focused on learning and teaching communities.
Correspondingly, the GIHE website will be revised to focus on the areas of professional development and higher education research.

12.0 APPLICATIONS FOR OLT NATIONAL TEACHING AWARDS – STANDING ITEM

12.1 The Committee agreed to hold over the presentation on types of supporting data from The Director, Griffith Institute for Higher Education, Professor Alf Lizzio until the November meeting.

13.0 CHAIRPERSON’S REPORT

The Chair reported on the following items of interest that have arisen since the previous meeting:

13.1 The Chair gave an update on the recruitment and deployment processes for the new Student Success Advisors (SSAs).

13.1.1 The Chair advised that Griffith had received 756 applications for the 20 advertised positions, but with the creation of part-time positions the final number of SSAs would be 24. Fifty candidates were interviewed for the role.

13.1.2 Where possible, the SSAs had been recruited within disciplines but also had experience in a variety of areas, including the VET sector and with retention at other universities.

13.1.3 Training of the SSAs begins on November 19. Before university commences in 2013, the SSAs will be involved in profiling late engagers (students who engage late and withdraw early) and “negotiated engagement”, whereby the SSAs negotiate with those students their level of engagement to achieve a much stronger start to their studies.

13.1.4 Once university commences, the SSAs will also be involved in ‘risk marker’ work, including targeting early engagers who tend to leave Griffith for QUT or OUA. Strong reporting mechanisms on the success of the SSAs, including the generation of weekly reports detailing how many students the SSAs have consulted with, will be in place.

13.1.5 The Chair also advised that she would be taking on a University-wide role in 2013 as the Academic Leader Student Success and Retention, and will be the Student Success Advisors’ professional supervisor.

13.1.6 The Chair also confirmed that there would be opportunities for Heads of School to receive training regarding the role of the SSAs and that the SSAs would be promoted on the new Learning and Teaching website.

14.0 OLT STANDING ITEM – UPDATE

14.1 The Chair advised that her update on the current situation regarding the OLT had been included in 3.0, 8.0 and 9.0 above.

15.0 NEXT MEETING

The next meeting of the Educational Excellence Committee is scheduled for Monday, 19th November, 2012 at 10am in Council Chambers 2.02, Bray Centre (N54), Nathan campus.
Confirmed: ........................................... (Chair)

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