A meeting of the Educational Excellence Committee was held on Monday, 5 September 2011 in Room 2.01, Bray Centre (N54), Nathan campus.

MINUTES

PRESENT: 
Professor Keithia Wilson (Chair)
Associate Professor Janis Bailey
Dr Catherine Howlett
Dr Afshin Akhtarkhavari
Ms Karen van Haeringen
Ms Chris Grimmer
Mr Richard Iles
Dr Niru Nirthanan
Dr Ann McDonnell
Ms Rosemary Marson (Secretary)

APOLOGIES: 
Mr Roger Allingham
Associate Professor Rod Barrett
Associate Professor Jock MacLeod
Dr Brett Freudenberg

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 3/2011 meeting of the Educational Excellence Committee (EEC), having been circulated, were taken as read and confirmed, subject to the following amendment to the last sentence in paragraph 6.1.

The Chair thanked Ms Grimmer for her consistent work in promoting the Principles and recommended that a demonstration of the PEI website at http://www.griffith.edu.au/gihe/learning-teaching-principles be scheduled for a future meeting.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

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

2.1 Recommendations The EEC considered a confidential summary of the recommendations of the selection panels for the Griffith Awards for Excellence in Teaching (GAET) for the awards and commendations. In addition, EEC members were invited to peruse that detailed notes from the GAET selection panels that were tabled at the meeting. In relation to the selection panels' comments, members requested that these be made available via the EEC Teamplace site by COB Tuesday, 6 September. The EEC agreed to endorse the recommendations of the selection panels.
2.2 Considerations for 2012 round - Members of the EEC were asked to provide input on any suggested changes for 2012 in relation to the current Guidelines as well as the nomination and selection processes. Members of the EEC noted the absence of applications for the Research Supervision and Cultural Inclusiveness categories.

2.2.1 Research Supervision Award - The EEC noted some minor concerns regarding the absence of any applications for the research supervision award, as this is an area that has impact on research and teaching at Griffith. The Chair noted that in the past, applications have been received through the active encouragement of the Director of the Griffith Graduate Research School, who was a member of EEC until 2011. The EEC was also advised that the recent policy developments under the Australian Qualifications Framework indicated that the Federal government will be endorsing new national guidelines for what constitutes the full gamut of qualifications in Australia, from Certificate through to Bachelors, Masters and Doctorates. The Head of Secretariat, who has been involved in drafting the University’s response to the AQF proposals, advised the EEC not to revise the current category until the outcomes of the AQF are more clearly understood. The Chair agreed with this advice and suggested that, as an interim measure, the EEC can highlight its concerns to the LTC as well as working with the Director of the Griffith Graduate Research School to actively recruit applicants.

2.2.2 Nomination Process - EEC members noted the smaller number of GAET applications overall for 2011, and were keen to ensure that the nomination process remains broad. The Chair and Head of the Secretariat reminded members that the DVC (A) has introduced the practice of inviting academic staff who have received results for both of these schemes that fall within the top 5% to apply for an award and that current figures indicate that approximately 10% of those nominated apply for an award. In 2011 this resulted in an outcome of one winner (joint) for SEET and two highly commended applications. The following table summarises these outcomes:

<table>
<thead>
<tr>
<th>Group</th>
<th>Nominations</th>
<th>Applications</th>
<th>Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEL</td>
<td>32</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>GBS</td>
<td>15</td>
<td>1</td>
<td>1 Highly Commended</td>
</tr>
<tr>
<td>HTH</td>
<td>19</td>
<td>1</td>
<td>1 Highly Commended</td>
</tr>
<tr>
<td>SEET</td>
<td>11</td>
<td>1</td>
<td>1 (Joint) Winner</td>
</tr>
<tr>
<td>TOTAL</td>
<td>77</td>
<td>7</td>
<td>1 winner, 2 HC</td>
</tr>
</tbody>
</table>

2.2.3 Members were reminded that peers and students can also nominate academics for awards, and under the current guidelines, academics can self nominate. Members recalled the past practice of using paper-based media (pamphlets and posters) to promote the Griffith teaching awards schemes and suggested that there may be some merit in reinstating this approach. The EEC agreed that a number of additional options for encouraging academic staff to apply for the Griffith teaching awards are available, including working with Heads of School and the Deans (Learning & Teaching) to identify potential applicants. Members agreed that ongoing engagement with these two groups should be part of the long-term strategy for raising the profile of the University’s teaching excellence schemes.
The EEC noted that the Group Learning and Teaching Committees have concluded their decisions on the applications for the *Griffith Group Learning and Teaching Citations (including the Dean’s Highly Commended Certificates)*. The Committee considered the table listing the successful applicants, and agreed that the significant number of applicants for the Citation scheme was encouraging.

**Recommendation**

Members of the EEC agreed to recommend the award winners and high commended recipients, as agreed by the GAET selection panels, to the Learning and Teaching Committee for approval.

**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**

3.0 **GRiffith Grants for Learning and Teaching Standing Item – Update**

3.1 The EEC noted that the Grants Sub-committee of the Learning and Teaching Committee had 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 to the DVC (Academic) on 22 August. Full applications are due on October 28th.

3.2 Members of the EEC were advised that the University has received a very high level of interest in the Grant round for 2011 and noted the table of the applicants for the University-level and group-level grants who have been selected to proceed to full applications.

3.3 Members were asked to provide input on any suggested changes for 2012 in relation to the current Guidelines and processes concerning the Griffith Grants for Learning and Teaching. Ms Grimmer asked the EEC to consider the issue of reference groups for level 3 and above grants, as this requirement had been queried by an academic staff member attending one of the GIHE workshops on preparing for a Griffith Grant.

3.4 The Chair spoke to this matter and advised that the EEC introduced the use of the Group Learning and Teaching Committee as the most appropriate reference group for applicants, as this was considered convenient for applicants, who were not required to arrange a reference group of their own. The Chair advised that the use of the Group Learning and Teaching Committee also had the advantage of allowing the respective Deans (Learning and Teaching) and other senior members of the Group to remain aware of current and prospective projects with their portfolios. Members of the EEC agreed that it is important for some accountability measures to be included in the development and execution of the University’ learning and teaching grants.

3.5 Members agreed that the Grant guidelines should be revised to include details on the benefits of the Reference Group, including some recommended milestones to be adopted by the reference group and the successful applicant.
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 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>Assoc Prof Paul Bates</td>
<td>Level 1 - Griffith E-mentoring scheme (GEM)</td>
<td>Final Report</td>
</tr>
<tr>
<td>Assoc Prof Jock MacLeod</td>
<td>Level 2 - Realising the Value of the BA</td>
<td>Final Report</td>
</tr>
<tr>
<td>Professor Michelle Barker</td>
<td>Level 1 - Embedding internationalisation of the curriculum: A multi-level, capacity-building process</td>
<td>19 month Report</td>
</tr>
<tr>
<td>Dr Duncan Nulty</td>
<td>Level 1 - Promoting good practices in assessment</td>
<td>Final Report</td>
</tr>
</tbody>
</table>

4.3 The EEC agreed to defer consideration of these Reports to the 3 October meeting. The EEC further agreed that, based on a quick perusal of the Reports, the guidelines/templates relating to the preparation of the Reports need to include advice on the need for the Reports to include details of outcomes which can be used for dissemination to the wider university community.

5.0 PROMOTING EXCELLENCE INITIATIVE (PEI) - STANDING ITEM

5.1 Ms Chris Grimmer reminded members of the scholarly networks in the Academic Groups that have been established within Griffith as a part of the PEI. Ms Grimmer advised that Griffith, in collaboration with QUT and USC, has been successful in obtaining ALTC funding for institutions to maintain the state-wide PE networks that grew out of the PEI. The $50K (funded over two years) will enable Griffith to lead this project and to continue these networks. A key focus of the PEI will be the capacity building among regional Queensland universities in terms embedding excellent in teaching initiatives.

5.2 The EEC recalled that Ms Grimmer had attended the final PEI Forum on 7-8 June 2011 as the GIHE representative. Ms Grimmer tabled of ideas compiled from the World Cafe Session from this PEI forum. Members of the EEC agreed that this list was extensive and contained many useful ideas that could be adopted at Griffith and asked Ms Grimmer to prepare a summary of ideas that she considered appropriate to the Griffith context for the October meeting of EEC.

6.0 VICE CHANCELLOR’S TEACHING BURSARIES – SEMESTER 1, 2011

6.1 The EEC noted the successful recipients of the Vice Chancellor’s Teaching Bursaries for semester 1, 2011:

Dr Danielle Twigg (EPS)
Dr Susanne Garvis (EPS)
7.0 CELEBRATING TEACHING EXCELLENCE WEEK 2011

7.1 The EEC noted that the University’s Celebrating Teaching Excellence Week is to be held from 31 October to 4 November, offering opportunities for Griffith staff to engage in a diverse range of local and University-wide events. The week focuses on enhancing learning and teaching and facilitated networking with colleagues within Faculties, Groups and across the University.

Further information can be found on the learning and teaching website at: http://www.griffith.edu.au/learning-teaching/news-events/celebrating-teaching-excellence-week

7.2 The University’s Gala Celebration Evening for Teaching Excellence is to be held at the South Bank campus on Monday 31 October and at the Gold Coast campus on Wednesday 2 November, 6.00-8.30pm.

8.0 GRIFFITH ACADEMY OF LEARNING AND TEACHING SCHOLARS

8.1 Members of the EEC recalled that the Griffith Academy of Learning and Teaching Scholars was established by Academic Committee on 14 April 2011 (2/2011 meeting), as a mechanism for recognising and rewarding good teaching and for providing strategic advice around learning and teaching at Griffith. The Chair advised that the Academy will be launched in Celebrating Teaching Week 2011, as part of a high profile event. Members of the EEC noted that the Griffith Institute for Higher Education will provide administrative support the Academy and Professor Keithia Wilson, as a previous Prime Minister’s teaching award winner, has been appointed as the inaugural Chair. EEC members congratulated the Chair on this appointment.

9.0 ALTC UPDATE - STANDING ITEM

9.1 The Chair invited the Head, Secretariat to speak to this item. Ms van Haeringen advised that Alison Johns, UK higher education specialist is consulting widely as she prepares her report on the transition of the ALTC and its functions to DEEWR. Members noted that Johns’ report should be available later this year. Ms van Haeringen also advised that Ms Suzie Hewlett from DEEWR will be attending the Q-PEN meeting on Thursday 13th October, held at QCA, South Bank, to discuss the possibilities to national grants schemes for learning and teaching in 2012.

10.0 ALTC FELLOWSHIP – FINAL REPORT

10.1 The Chair invited the Head, Secretariat to speak to this item. Ms van Haeringen advised that she had been interviewed as part of Professor Israel’s research into his ALTC project, The key to the door? Teaching awards in Australian higher education (Professor Mark Israel, UWA). Members of the EEC noted that the Report included strategic advice for a number of stakeholders in this area, including Award Winners, Institutions, and for DEEWR.

10.2 Members of the EEC noted that the advice to DEEWR included the following: Recognise and reward excellence in teaching; Build the legitimacy of the awards, Use awardees as assessors; Look to add value through the awards; initiate and resource a network of award winners; plug awardees and their networks into existing structures;
and build international links. The EEC agreed that it will be interesting to see the extent to which this advice is adopted by DEEWR in the future management of the national grant and award schemes for learning and teaching.

11.0 ALTC – CITATIONS PROGRAM 2011: ASSESSMENT REPORT

11.1 In 2011, 318 nominations for citations for outstanding contributions to student learning were received from 42 institutions. The EEC noted that the Assessment Report details responses from nominees who were required to select one or two selection criteria, determined by the nature of their contribution to student learning. The quality of the work described and the understanding of the criteria and the guidelines displayed in the nominations was of a standard comparable to that seen in 2009 and 2010.

12.0 MEMBERSHIP

12.1 Educational Excellence Committee members noted that Dr Brett Freudenberg was to attend his first meeting of the EEC. Dr Freudenberg is the Committee’s Business Group academic staff representative replacing Dr Peter Woods, who is currently on long service leave for Semester 2, 2011.

13.0 STRATEGIC ISSUES IN LEARNING AND TEACHING – STANDING ITEM

13.1 The EEC noted that Associate Professor Rod Barrett has proposed the value of developing a set of Principles to Promote Excellence in HDR Supervision Practices at Griffith. The Committee is asked to respond to the idea.

As Associate Professor Rod Barrett was unable to attend the meeting, the Chair deferred discussion of this item to a future meeting.

14.0 CHAIR’S REPORT

14.1 The Chair advised that she would not provide a verbal report to the meeting, as the Agenda included a number of key points which are more appropriately covered as individual items, rather than in a generic report.

15.0 NEXT MEETING

The next meeting of the Educational Excellence Committee is scheduled for Monday, 3rd October at 10am via video conference in room 2.06, Bray Centre (N54) and room 1.04, the Chancellery (G34).

Confirmed: ............................................. (Chair)

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