NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10:00am - 12:30pm on Monday, 3 September 2012 via videoconference in room 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 2012

Two Academic Staff per Academic Group nominated by the Group Pro-Vice Chancellor
Dr Afshin Akhtarkhavari (AEL) Until December 31st 2012
Dr Peter Woods (GBS) Until December 31st 2012
Dr Niru Nirthanan (HTH) Until December 31st 2012
Dr Ann McDonnell (SEET) Until December 31st 2012

Associate Professor Jock Macleod (AEL) Until December 31st 2013
Associate Professor Robyn Hollander (GBS) Until December 31st 2013
Dr Marion Tower (HTH) Until December 31st 2013
Dr Catherine Howlett (SEET) Until December 31st 2013

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2012

Academic Registrar or Nominee
Ms Karen van Haeringen Until December 31st 2012

Undergraduate Student
Mr Ryan Murdoch Until December 31st 2012

Postgraduate Student
Ms Ruth Potts Until December 31st 2012

Secretary: Ms Georgina Tkacz

Other Copies
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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

Educational Excellence Committee

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 2/2012 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 welcome Mr Ryan Murdoch to the Committee as the undergraduate student representative. Mr Murdoch is studying a double degree in Law and Business.

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

AWARDS

6.0 APPLICATIONS FOR OLT NATIONAL TEACHING AWARDS – STANDING ITEM

6.1 Attached is a table (2012/0012261) which lists the Griffith University staff who applied for a National Teaching Award in 2012.

For noting
7.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) AND GROUP LEARNING AND TEACHING CITATIONS - STANDING ITEM

GAET AWARDS

7.1 The selection panels for the Griffith Awards for Excellence in Teaching (GAET) have concluded their deliberations. Panel recommendations for awards and commendations will be tabled at the meeting for consideration by EEC; the Committee’s recommendations will be forwarded to Learning and Teaching Committee (LTC) for final endorsement.

Members are reminded that the recommendations are to remain confidential.

7.2 A document (2012/0012262) containing comparative historical statistics for GAET nominations and applications is attached.

Recommendation

The Educational Excellence Committee is asked to consider and ratify the recommendations of the GAET panels, as detailed in the confidential tabled document (2012/0012263).

7.3 Members of the EEC may recall that in 2011 a new award was introduced – the Vice Chancellor’s Award for the Griffith University Teacher of the Year. The recipient is to be selected from the winners of the Group Excellence in Teaching Award winners and will receive $5000.

7.4 As Chair of the Learning and Teaching Committee, Professor Sue Spence has asked the EEC to consider the winners from the Groups Excellence in Teaching Awards and to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to her for transmission to the Vice Chancellor.

7.5 To assist members in this process, the full applications for each of the six candidates are attached. In addition, one page summaries of the Selection Panel’s feedback for each of the six applications are also attached.

7.6 Members are asked to read and rank the applications prior to the meeting, and to bring along a list of their applicants in rank order from 1 to 6. The discussion will commence with the rank order to test the level of initial agreement between members’ perceptions, followed by full discussion of the relative strengths of the applications. The process will involve a testing for consensus regarding a recommendation to the VC and DVC(A) for the Vice Chancellor’s Award for the Griffith University Teacher of the Year. At the DVC(A)’s request, a secret ballot will also be conducted.

7.7 In determining the strongest applicant for the Vice Chancellor’s Award, members are asked to consider in particular the following discriminators:

- evidence of engagement with the literature on learning and teaching to inform practice;
- evidence of the impact of teaching strategies on student learning outcomes
- evidence of a pattern of consistently high SEC and SET evaluation data with good response rates; and
- a range of evidence and data beyond student quotes, to demonstrate impact on student learning and positive outcomes.

Recommendation
The Educational Excellence Committee is asked to consider the winners from the Groups Excellence in Teaching Awards and to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the Chair, Learning and Teaching Committee. The final decision will be made by the Vice Chancellor and the Deputy Vice Chancellor (Academic).

For consideration, discussion and recommendation

**GRIFFITH GROUP CITATIONS**

7.8 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). A table (2012/0012264) listing the successful applicants is attached. The Educational Excellence committee is asked to note the decisions of the Group Learning and Teaching Committees in relation to the applications for the Griffith Group Learning and Teaching Citations (including the Dean’s Highly Commended certificates).

For noting

7.9 Members are invited to provide feedback on ways to improve the Citation scheme for 2013.

For consideration and discussion

**8.0 OLT FELLOWSHIP PROGRAM**

8.1 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 is attached.

8.2 To date the following Griffith staff have received fellowships:

**National Teaching Fellowships**

Professor Stephen Billett
Professor Ross Guest
Professor Keithia Wilson
Senior Teaching Fellowships

Associate Professor Heather Alexander
Professor Stephen Billett
Professor Ross Guest
Professor Amanda Henderson
Dr Roger Moni
Dr Scott Harrison

8.3 Normally the University encourages Fellowship applications from OLT Award winners, however both Professors Billett and Guest did not come to the Fellowship Program via that route. Educational Excellence Committee is asked to discuss the following questions to determine whether there should be greater alignment between the University's Fellowship applicants and its institutional priorities:

- 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?

8.4 The Educational Excellence Committee, the Griffith Academy of Learning and Teaching Scholars, the Secretariat and GIHE are currently working to develop a workshop for potential Fellowship applicants and this discussion will inform those developments.

8.5 Educational Excellence Committee is asked to consider what advice it wishes to give to the DVC (A) via Learning & Teaching Committee about Fellowship applicants and the application process for 2013.

For consideration and discussion

9.0 Griffith Grants for Learning and Teaching - Standing Item

9.1 The 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 are due on 2 October.

9.2 A table (2012/0012265) of the successful applicants is attached for members' information.

For noting and discussion

10.0 Griffith Grants for Learning and Teaching – Interim and Final Reports

10.1 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.

10.2 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...
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.

10.3 The following grant report is attached for the consideration of the Committee for the purpose of providing feedback to the applicants on their progress to date. The release of funding for the second year of the project is dependent on endorsement of this report by the EEC. Feedback is also provided on ways to strengthen the project.

<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>

For discussion and recommendation

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 (GALTS). Academy members have met twice this year and developed a proposal for staff development in learning and teaching. The proposal (2012/00012257), prepared by Professor Stephen Billett, was attached for the EEC’s consideration and comment. The first step in the process will be implemented in October. The dates and venues are provided for noting by members.

11.2 Griffith Academy of Learning and Teaching Scholars Seminar Series:
The first GALTS Scholarship Seminar in the seminar series proposed by Professor Stephen Billett and facilitated by GALTS members at their respective campuses will be 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</td>
<td>Facilitated by local GALTS</td>
<td>30 mins</td>
</tr>
</tbody>
</table>
For noting

12.0 CELEBRATING TEACHING EVENTS – 2012

12.1 Ms Christine Grimmer has provided this brief report on Celebrating Teaching Events for 2012, which includes A Student Lifecycle Symposium: Enabling Student Engagement and Retention, held on 4 June at Nathan and 6 June at the Gold Coast.

12.2 The event was developed in consultation with and co-hosted by the Deans (Learning and Teaching) and the GIHE and featured short presentations from 22 staff across the four Academic Groups and from the northern and southern campuses. Professor Sue Spence took the opportunity to launch the University’s updated Retention Strategy at each event. Feedback on the Symposia has been extremely positive. Staff who were invited to present were nominated by students and peers for their exceptional work in creating effective, innovative and engaging systems and approaches. Each presenter was able to provide evidence for the impact of their innovations. The Symposia were designed to allow a short time for reflection after each presentation. The attendance at both events was outstanding with 120 attending at the Gold Coast and 92 attending at Nathan. Podcasts of all 22 presentations can be viewed at: http://www.griffith.edu.au/learning-teaching/student-success.

12.3 The Deans (Learning and Teaching) have recommended follow-up activities, not necessarily University-wide symposia, delving more deeply into the retention theme in November.

For discussion and comment

13.0 OLT STANDING ITEM – UPDATE

13.1 The Chair will provide an update on the current situation regarding the OLT.

14.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

14.1 Ms Karen van Haeringen will provide an update on the work of the Queensland Promoting Excellence Network.

14.2 At the last EEC meeting, Ms Christine Grimmer suggested that the ALTC project – *Leading sustainable improvement in university teaching and learning: Lessons from the sector* – Ms Georgia Smeal (QUT and project co-leader) with Professor Marcia Devlin (Deakin) and its summary findings – *Seven insights for leading sustainable change in teaching and learning in Australian universities* – be discussed at the next meeting of the EEC. A small summary of the 7 insights is attached for consideration.

For discussion
SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

15.0 OTHER BUSINESS

16.0 2012 MEETING SCHEDULE

16.1 The Educational Excellence Committee is scheduled to be held on the following remaining dates in 2012:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Nathan campus</th>
<th>Gold Coast campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 8 October</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
</tr>
<tr>
<td>Monday 5 November</td>
<td>Room 2.02, Bray Centre (N54)</td>
<td></td>
</tr>
</tbody>
</table>