GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

A meeting of the Educational Excellence Committee was 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.

MINUTES

PRESENT:
Professor Keithia Wilson (Chair)
Dr Marion Tower
Associate Professor Jock MacLeod
Dr Catherine Howlett
Ms Karen van Haeringen
Dr Peter Woods
Dr Niru Nirthanan
Professor Alf Lizzio
Mr Ryan Murdoch
Ms Ruth Potts

APOLOGIES:
Dr Ann McDonnell
Ms Christine Grimmer
Dr Afshin Akhtarkhavari
Associate Professor Robyn Hollander

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 CONFIRMATION OF MINUTES

The minutes of the 2/2012 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

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

2.1 The Educational Excellence Committee considered the recommendations from the Group Excellence in Teaching Awards Selection Panels with the purpose of recommending a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the DVC (A).

2.2 Members of the EEC recalled 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 is to receive $5000.

2.3 The EEC noted there are six recommended recipients for the Excellence in Teaching – Four Group Excellence in Teaching Awards from which the Committee is to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the DVC (A) for consideration by the Vice Chancellor. The DVC (A) requested that the recommendation process be conducted via a secret ballot.

2.4 To assist members in this process, the full applications for each of the six candidates were distributed to members as confidential attachments. In addition, one page summaries of the Selection Panels’ feedback were also attached. The Chair tabled individual sheets with the six applicants listed for the secret ballot.

2.5 Prior to consideration of the individual applications, the Chair of the EEC outlined the proposed process for consideration of the applications and gained the Committee’s agreement for the conduct of the process. As requested, members had brought their ranked listing of the applications to the meeting and agreed that the discussion should commence with each EEC member identifying the candidates they had ranked number 1 and 2, to test the level of initial agreement between members’ perceptions; this was followed by full discussion of the relative strengths of the three applications that had been ranked as either 1 or 2 by (any of) the members. This discussion is documented in a Confidential Minute (2012/0005751). Members agreed that the assessment of the applicants was to be based solely on the applications and material before them.

2.6 Members were also provided with some additional criteria to assist them with the selection of the Vice Chancellor’s Award recipient. In determining the strongest applicant for the Vice Chancellor’s Award, members were 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.

In addition, members were asked to assess the applications on the basis of innovation and the demonstration of reasonable strengths in all criteria.

2.7 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. The EEC agreed to endorse the recommendations of all but the AEL, HTH and SEET selection panels, where joint award recipients were recommended. The EEC members agreed there was one recipient in each Group that could be distinguished in terms of the selection criteria over the other, and proposed that only one of the two recipients in each Group be recommended to Learning and Teaching Committee for the Excellence in Teaching Award. The Committee authorised the Chair of the EEC to meet with the Chairs of the AEL, HTH and SEET selection panels to reconsider their recommendations in relation to joint recipients for the award and propose a single recipient in each award category. The EEC proposed the other applicant receive a Highly Commended certificate. The EEC also authorised the Chair to advise the Panel Chairs of the EEC’s recommendations as to who should be recommended as the single recipient of
the GAET award in each Group. A summary of the Chair’s discussions with the Chairs of the Group selection panels is included in a confidential flying minute extract.

2.8 In addition to the issue of the recommendations for joint award recipients, other issues of concern with current GAET processes were raised by members, including the composition of the selection panels; application of the selection criteria by the Panels; clarification of the guidelines around previous award winners reapplying; and the transparency of the purpose of the awards as a pathway to the national awards. The Chair proposed these issues (and any others) be raised at the October meeting of EEC as part of a comprehensive review of the GAET guidelines.

2.9 Members of the EEC also noted that this would be the last year for the First Year Advisor category, as the role is to be renamed. The Chair also proposed a review of the awards categories as part of the GAETs review process at the October meeting of EEC.

Resolution

2.10 The EEC recommended to:

- the DVC (A) one applicant as set out in the confidential minute item (2012/0005751) be awarded the VC’s award for the Griffith University Teacher of the Year
- Learning and Teaching Committee that the Group Panel recommendations for the award of the AEL, HTH and SEET Group Awards be endorsed as per 2012/0012263
- Learning and Teaching Committee that a major review of the GAETs be conducted.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

NIL

SECTION C: OTHER RECOMMENDATIONS AND REPORTS

3.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING – INTERIM AND FINAL REPORTS

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

3.2 The following grant report was 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Project Status</th>
</tr>
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<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>
3.3 The EEC commended the project for the amount of activity achieved to date, and for the broad impact across the University. The Committee also provided the following feedback on ways to strengthen the project:

3.3.1 Formative Evaluation: Page 5 of the report mentions that formative evaluation processes are being used to assess the project, however the results of those evaluations are not provided. In addition to naming the mechanisms used, some detail on the outcomes/findings of the formative evaluations should be included.

3.3.2 PRO-Teaching: The members requested that more information be provided on PRO-Teaching. In particular, some information around the outcomes of PRO-Teaching to date and the types of documentation and improvement plans developed should be included. An attachment with a summary of the review process, including the observation material used, would be useful. Clarification around whether the process improves SET/SEC results, with evidence from other sources to support this, would also strengthen the project.

3.3.3 Evaluation and outcomes: Outcomes, as well as plans for the evaluation of anticipated outcomes of the project to date, should be included. The Committee recommends involving an independent evaluator at this stage of the project.

Resolution

3.4 The EEC recommends that a revised 7 month report for this project be re-submitted by the grant applicant for the October or November Meeting of the EEC. The revised report should be forwarded to the Secretary by Friday, 28th September or, alternatively, by Friday, 26th October.

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

4.0 APPLICATIONS FOR OLT NATIONAL TEACHING AWARDS – STANDING ITEM

4.1 EEC members noted the Griffith University staff who applied for a National Teaching Award in 2012, as set out in document 2012/0012261.

4.2 The Committee noted that the applicants are generally former GAETs and Citation winners. The Chair also congratulated Academic Services on managing the workload involved in submitting eight applications in 2012.

5.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING - STANDING ITEM

5.1 Members noted that 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.

5.2 A table of the successful applicants was provided for EEC members’ information, as set out in 2012/0012265.

6.0 GRIFFITH GROUP CITATIONS

6.1 The Group Learning and Teaching Committees have concluded their consideration of the applications for the Griffith Group Learning and Teaching Citations (including the Dean’s Highly Commended Certificates). A table listing the successful applicants was provided for EEC members’ information, as set out in 2012/0012264. Members noted
7.0 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

7.1 The Educational Excellence 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. A current 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 first step in the process will be implemented in October.

7.2 The Chair advised the following dates and venues of the Griffith Academy of Learning and Teaching Scholars Seminar Series and these 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

7.3 The seminar program was also noted by members.

<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>
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<tr>
<td>Scholarly Seminar</td>
<td>Professor Stephen Billett</td>
<td>45 mins</td>
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<tr>
<td>Questions and answers re seminar content</td>
<td></td>
<td>10 mins</td>
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<tr>
<td>Refreshments and networking with GALTS members</td>
<td>All available GALTS members</td>
<td>15 mins</td>
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<tr>
<td>Semi-structured consultation regarding participants' needs/preferences/intentions (Hosted by 2/3 GALTS members resident on the relevant campus)</td>
<td>Facilitated by local GALTS member/s</td>
<td>30 mins</td>
</tr>
<tr>
<td>Summary and Future Plans</td>
<td></td>
<td>10 mins</td>
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8.0 CELEBRATING TEACHING EVENTS – 2012

8.1 The Manager, Teaching Quality and Enhancement, Ms Christine Grimmer provided the following brief report on Celebrating Teaching Events for 2012, which included A Student Lifecycle Symposium: Enabling Student Engagement and Retention, held on 4 June at Nathan and 6 June at the Gold Coast.

8.2 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. The DVC(A) 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.

8.3 The Chair advised that the two events had been highly successful and that the November symposia will focus on student retention.

9.0 PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

9.1 The Deputy Academic Registrar advised that a leadership meeting of the Queensland Promoting Excellence Network would be held on Tuesday, 11 September to prepare for the network’s October forum.

9.2 The EEC noted the summary findings of 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). A small summary of the 7 insights was attached for consideration. The Deputy Academic Registrar reported that the University is largely addressing the 7 insights.

10.0 OLT FELLOWSHIP PROGRAM

10.1 The Committee agreed to hold over discussion of the 2013 OLT Fellowships program until the October meeting.

11.0 CHAIRPERSON'S REPORT

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

11.1 Recently the Chair of Educational Excellence Committee was an assessor on the review panel for the OLT National Awards. The Chair provided a summary of the key points emerging from the assessors' collective feedback on the applications:

11.1.1 Quality of evidence: It was noted that many applications are still 50% student quotes.

11.1.2 Range of data: Qualitative data (e.g. SET/SEC qualitative comments) needs to be analysed i.e. how the key themes of the application are exemplified by quotes needs to be clear.

11.1.3 Number of applications per institution: There are still issues with the same institution putting more than one application forward in the same category.

11.1.4 Formatting: The two-column format is ‘off-putting’ for assessors.

11.1.5 Quality: The quality of applications was considered lower than in previous years across the board.

11.1.6 Innovation: In the Programs and Teams That Enhance Learning category in
11.2 In response to this feedback, The Director, Griffith Institute for Higher Education, Professor Alf Lizzio will provide a short presentation on types of supporting data at the October EEC meeting.

12.0 OLT STANDING ITEM – UPDATE

12.1 The Chair advised that her update on the current situation regarding the OLT had been included in her Chairperson’s Report, which conveyed the feedback of the assessors of the OLT national awards applications.

13.0 MEMBERSHIP

13.1 Educational Excellence Committee members welcomed the following new Committee member to their first meeting:

Mr Ryan Murdoch (undergraduate student representative, studying a double degree in Law and Business).

13.2 The Secretary of EEC informed Mr Murdoch that a formal induction process was customary for new EEC members and invited Mr Murdoch to remain behind or contact the Chair or the Secretary should he have any questions.

14.0 NEXT MEETING

The next meeting of the Educational Excellence Committee is scheduled for Monday, 8th October, 2012 at 10am via video conference in room 2.06, Bray Centre (N54) and room 1.04, the Chancellery (G34).

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

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