EXPRESSION OF INTEREST

Project Title and State/s:	**State-based Promoting Excellence Networks - Victoria/Tasmania**
Lead Institution:	**Monash University**
Partner Institutions:	**University of Tasmania, Swinburne University of Technology, La Trobe University**

1. Proposal aim (how contact and networks will be maintained, giving measurable outcomes)

Up until 2010, Victoria and Tasmania had a state-based network which met infrequently. It was not active in fostering collaboration, dissemination of ALTC project outcomes, findings and resources, or training of its constituent university PEI team members. In addition, and this is not unique to Victorian institutions, there tends to be a churn of new staff and therefore loss of knowledge and skills associated with ALTC (and its antecedents') teaching and learning programs.

This project is timely and would kick-start a new Victorian and Tasmanian network with a vision to catalyse collaboration that maximises dissemination of innovation and good teaching practice and great learning experiences by students at universities, and which will continue to foster engagement with ALTC/DEEWR programs.

Outcomes

Specifically, the state network will aim to achieve the following outcomes:

Outcome 1: The establishment of an active Victorian and Tasmanian (VTAS) network;

Outcome 2: PEI staff support and training/PD related to sharing of systems, knowledge and processes that contribute to optimising student learning;

Outcome 3: Fostering collaborative development of learning and teaching research grant projects between VTAS institutions;

Outcome 4: Enabling post-project dissemination, engagement and therefore impact of research project outcomes and resources;

Outcome 5: Catalysing initiatives that connect existing peer groupings – early career staff, faculty groups, to provide opportunities to share, encourage and value teaching excellence and innovation.

How will we maintain contacts and the network?

1. Meetings approximately every four months with all VTAS institutions;
2. Three workshop throughout the two-year period with organisational responsibility to be shared amongst Promoting Excellence team members at network member institutions;
3. A website that will act as a portal and communication tool for all information gathered from the meetings and workshops, with resources to be available to all institutions in the network;
4. Establish an EDNA list (free email discussion and distribution list service) for VTAS for dissemination and communication across national higher education institutions.

Activities to achieve outcomes

VTAS network meetings (directed to outcomes 1-5)

Face-to-face meetings will be held at a different institution each time. Video or phone conference accessibility will be offered so that members can balance their workloads more easily. The budget includes an allowance for flights for two representatives from the University of Tasmania to attend each of these meetings in person. By holding the meetings at various university campuses, and setting agendas collaboratively, member institutions will be included in the organisational running of the network.

The meetings will be designed to:

- Establish a state presence and voice to represent institutions across VTAS at a national level;
- Ease the transition from ALTC to DEEWR, including regular updates on learning & teaching programs;
- Identify and support areas of training needs/gaps for PD of PEI staff, for example systems and processes for documenting and streamlining grants and award applications, data management, mentoring schemes, getting grant funding recognised within university systems;

- Plan opportunities for linking inter-institutional collaboration and mentoring;
- Plan (perhaps along faculty lines) the cross-institution hosting of early career academics' sharing of good teaching practices so that they are encouraged to build continuously on their teaching expertise, to benchmark it and to share it. These could also be integrated into existing institutional L&T symposium/showcase events;
- Be a platform for sharing of excellent teaching and learning practices that have emerged from ALTC/DEEWR outcomes and resources, for example shared hosting of presentations or workshops by project leaders at which staff from multiple institutions are invited to attend;
- Work on ways to promote the network's work to Council for Australian Directors of Academic Development (CADAD) and the HERDSA state-based network;
- Allow continuation of the network beyond the duration of the grant.

Training workshops/professional development (directed to Outcomes 1, 2, 4 & 5)

Three whole-day PD workshops involving the VTAS network will be held throughout the grant period, two in 2012 and one in 2013. The budget includes an allowance for two representatives from the University of Tasmania to attend each of these workshops in person, including airfares, accommodation etc. Given the distances between the various campuses of Monash and other Victorian institutions, the workshops will be held at Monash's city conference centre, at least in the first instance, after which we would encourage hosting to circulate amongst collaborating institutions.

The focus of these workshops will be on knowledge sharing and training. A schedule of presentations will be planned several months prior to each workshop, and will incorporate the skills and experiences of each collaborating institution. Topics may include: initiatives undertaken; processes and procedures; case studies; L&T resources; challenges. Guest speakers, including DEEWR representatives, may be invited to present.

Website/EDNA (directed to Outcomes 1, 2 & 3)

A 'Google Sites' website will be created that will contain information, resources and opportunities for collaboration outside of meetings and workshops (Outcome 1). Google Sites was chosen because it is an easy-to-use web-based platform, which allows multiple users to add and edit content to the site. The site can enable sharing of a variety of information, including videos, slideshows, calendars, presentations, attachments and text[1]. Monash will control who can contribute to the site. Invited institutions will then be able to contribute to the site without restrictions. While Monash will be responsible for the initial set-up, it will be a repository for all relevant data to be shared with the network.

The site will provide further opportunities to foster collaboration across institutions (Outcome 3). For example, there might be a list of all current grants that people are working on with the contact person's name; someone from a different institution might be working on a similar project and can contact that person to be involved with their project. The site will be open to (but not editable by) all other state-based networks and will encourage cross-state sharing of knowledge and resources.

EDNA (Education Network Australia) is 'Australia's leading online resource and collaborative network for the education and training community'[2]. It is a free service that enables collaboration with colleagues through email lists, wikis, blogs, podcasts and other utilities, and will be used to provide another avenue for communication across the network.

2. Implementation (phases including main tasks and timelines)

Project timeline

See Appendix 2

3. Project Management (including oversight and input of other HEIs to the implementation)

Monash University is well placed to lead this project. The Monash Promoting Excellence Team in the Office of the Pro Vice-Chancellor (Learning & Teaching) (OPVCLT) is a dedicated team committed to promoting excellence (PE) within the university and has the support of the Pro Vice-Chancellor and Deputy Vice-Chancellor (Education). Monash is partnering with a Project Management Team consisting of Alex Stojcevski of Swinburne University, Gary Williams and Natalie Brown of UTAS, and John Hannon and Judy Lyons of La Trobe University.

If the project is funded, an initial face-to-face meeting run by the Project Management Team will establish the vision, share the timeline and goals, and outline the communication plan for the group.

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[1] From Google Sites 'Getting Started Guide', http://sites.google.com/support/bin/static.py?hl=en&page=guide.cs&guide=23216
[2] www.edna.edu.au

Evaluation

Evaluation of the project will be ongoing and led by the Project Leader. At the twelve-month mark, formal evaluation will be done by a member survey focusing on how well the project is running, and will seek judgements about whether the network is helping institutions to meet their own objectives, the stated outcomes of the network, and the effectiveness of communication between network members.

4. Qualifications and experience of project team and allocation of roles

Monash received a positive external evaluation of its PEI in 2010. In the report, the evaluator stated, 'It was clear from the first meeting with CALT staff that they were deeply committed to achieving the PEI project outcomes. Their work with staff in developing resources and providing support was at the core of the project's implementation (p.3)... The work of CALT staff to develop a whole of institution approach to awards, grants and fellowships and align administrative processes is a good practice example... The successful outcomes of the Monash PEI project are due largely to the efforts and commitment of CALT staff involved in this project. In the view of the evaluator, these staff are exceptional in their commitment to the project specifically, and more generally, to enhancing learning and teaching outcomes at Monash'.[3]

The Promoting Excellence Team at Monash University includes five permanent staff members. The team is led by the Associate Director (OPVCLT) and ultimately reports to the Pro Vice-Chancellor (Learning & Teaching). Angela Carbone, Associate Director (OPVCLT) and ALTC Fellow, is the lead applicant on this project. Kerry Allison, PE Coordinator, will act as Institutional Contact Officer and will maintain a database of all institutional contact officers and PE staff. She is supported by Joy Whitton, PE Consultant, Rachel Saffer and Dana Lutat, Research Grants Officers, and Anicca Hays, PE Officer. The Monash team will manage cross-institutional relationships (12 educational institutions in network). The Project Team members will oversee project planning and collaboratively lead cross-institutional events.

The team at Swinburne University of Technology consists of Associate Professor Alex Stojcevski (lead) and Jaideep Chandran. Alex is an Associate Dean of Learning and Teaching Scholarship and Director of the Centre for Tertiary Education Research. He will be assisted by Jaideep Chandran who is a research assistant in the Centre for Tertiary Education Research.

Dr Natalie Brown and Dr Gary Williams are Co-Heads of the Centre for the Advancement of Learning and Teaching (CALT) at The University of Tasmania. Together they manage a team of staff responsible for promoting and enabling student learning, staff development, curriculum development, policy development and the scholarship of learning and teaching. A key part of the Centre is Promoting Excellence, including internal awards and grants, and those available through the ALTC. Drs Brown and Williams have both led ALTC-funded projects, and continue to be involved in a number of projects as partners and contributors.

The team at La Trobe University consists of Dr John Hannon, Lecturer, Academic and Curriculum Developer (Flexible and Online Learning), and Dr Judy Lyons, Academic and Curriculum Developer (Professional Development Programs), at the Curriculum, Teaching and Learning Centre. Dr Hannon has worked as a lecturer, academic developer and researcher at several Australian universities and now works with academic staff primarily on approaches to online and blended learning and curriculum design. He is currently the institutional officer for the ALTC at La Trobe. John conducts research in e-learning, the effects of networked technologies on practice and intercultural communication. Prior to joining La Trobe in 2009, Dr Lyons served as an academic developer, academic staff member, course leader and/or researcher at several institutions in Australia and UK, where she contributed to educational and academic development work. Judy has served as an institutional officer for ALTC to promote excellence in teaching and learning at RMIT and La Trobe universities.

5. Evidence of institutional support

Letters of institutional endorsement from the project management team are included in the appendices.

Agreement to be involved in the network has been provided by Victoria University, RMIT, University of Melbourne, ACU, Melbourne College of Divinity and Tabor College (Victoria). Ballarat University and Deakin University are undergoing restructuring and are unable to commit to the network at this point in time but have given in-principle support to their involvement in a state network, subject to new institutional arrangements.

6. Budget (no requirement of justification)

See Appendix 1

7. Letters of Endorsement

See Appendix 3

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[3] Maree Conway, External Evaluation document, Monash University PEI Report, 2010, page 10

BUDGET FORMAT GRANTS SCHEME 2011

All costs should be ex GST. All costs to be in whole dollars

	Budget Stage 1/Year 1			Budget Stage 2/Year 2		
	ALTC $	Other $	Total $	ALTC $	Other $	Total $
PERSONNEL						
Project support officer (Anicca Hays) - Monash	4700		4700	4700		4700
Research assistant (Jaideep Chandran) - Swinburne	1700		1700	1700		1700
Sub total	**6400**		**6400**	**6400**		**6400**
PROJECT SUPPORT						
Alex Stojcevski (Swinburne)		2970			2970	
Judy Lyons (La Trobe)		2970			2970	
John Hannon (La Trobe)		2970			2970	
Gary Williams (University of Tasmania)		2970			2970	
Sub total		**11880**	**11880**		**11880**	**11880**
PROJECT ACTIVITIES						
5 x network meetings held at different Vic campuses (approx 20 people)						
Room hire						
Swinburne	200		200	200		200
La Trobe	200		200			
Monash (in-kind)		200			200	200
Video conferencing facilities (in-kind)		100			100	100
Catering - morning/afternoon teas (est $15 pp)	900		900	600		600
Hobart - Melb (return) flights x 5 for 2 people (est $300 return pp)	1800		1800	1200		1200
3 x training workshops held at Monash City Conf Centre (approx 50 people)						
Room hire x 3 (est $770 per day)	1540		1540	770		770
Catering for training workshops - morning/afternoon tea, lunch (est $31.50 pp)	3150		3150	1575		1575
Workshop dinner for VTAS members - 1 per year (20 people x $80)	1600		1600	1600		1600
Hobart - Melb (return) flights x 3 for 2 people (est $300 return pp)	1200		1200	600		600
O/n accomm for Tas members to attend 1 workshop dinner per year ($155 p/night x 2 people)	310		310	310		310
Taxi vouchers to/from airport (est $85 per trip)	340		340	170		170
Transport for regional campuses to attend workshops (est $40 pp return)	160		160	80		80
Printing of agendas, programs, handouts, etc		500	500		500	500
Presentation fees for keynote speakers	1000		1000	500		500
Flights for keynote speakers to attend workshops (est $750 return pp)	1500		1500	750		750
Other						
Stationery		100	100		100	100
Printing of final report				2000		2000
Sub total	**20300**	**900**	**21200**	**16755**	**900**	**17655**
Total per Stage/Year	**26700**	**12780**	**39480**	**23155**	**12780**	**35935**

	ALTC	Other	Total
TOTAL PROJECT BUDGET	49855	25560	75415

Appendix: Project timeline

Task	2011								Sep	Oct	Nov	Dec
Survey sent to all VTAS PE representatives to assess their requirements and expectations of a state-based network									▪			
First VTAS network meeting held									▪			
Website planning meeting held									▪			
Website construction begins										▪		

Task	2012											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Website goes live	▪											
VTAS network meeting held		▪										
Schedule for first workshop finalised and sent to attendees			▪									
First workshop and annual dinner held				▪								
VTAS network meeting held							▪					
Schedule for second workshop finalised and sent to attendees								▪				
Second workshop held									▪			
Project evaluation survey sent out and formal evaluation conducted									▪			

Task	2013											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
VTAS network meeting held		▪										
Schedule for third workshop finalised and sent to attendees					▪							
Third workshop and annual dinner held						▪						
Final VTAS network meeting held									▪			
Final progress report submitted (if required)									▪			

14 June 2011

Sandy Kinch
Engagement Manager
Australian Learning and Teaching Council
PO Box 2375
Strawberry Hills 2012 NSW

Dear Sandy,

On behalf of Monash University, I delighted to provide support for an expression of interest under under the Australian Learning and Teaching Council's State-Based Promoting Excellence Networks. Last year, the D-Cubed project identified multiple opportunities for Victoria and Tasmania to strengthen their engagement with ALTC-funded opportunities to engage in the enhancement of learning and teaching. One of the key messages from that project was that statewide, coordinated and collaborative approaches to learning and teaching enhancement benefit individuals, states and the sector alike. This proposal takes that key message to heart, building on emerging connections in all of Victoria's universities, and in the University of Tasmania.

The project is to be led by Associate Professor Angela Carbone (Monash University) in collaboration with Associate Professor Alex Stojcevski (Swinburne), John Hannon and Dr Judith Lyons (Latrobe), Dr Gary Williams, Dr Andrea Adam and Rebecca Shaw (University of Tasmania) and Joy Whitton, Rachel Saffer, Anicca Hays, Dana Lutat and Kerry Allison (Monash University). It also shares the support of all of the other Victorian universities, which is a considerable achievement for which I register my thanks to the ALTC for prompting.

Yours sincerely,

Marnie Hughes-Warrington
Pro Vice-Chancellor (Learning and Teaching)
Monash University

MONASH
University

ALTC Promoting Excellence Networks Application

David Sadler <David.Sadler@utas.edu.au>   14 June 2011 12:33
To: "pe@monash.edu" <pe@monash.edu>
Cc: Gary Williams <Gary.Williams@utas.edu.au>

Dear Ms Allison

On behalf of the University of Tasmania, I am writing to indicate my support for an expression of interest under the Australian Learning and Teaching Council's State-Based Promoting Excellence Networks initiative for the establishment of a Victorian and Tasmanian (VTAS) network.

I note that Dr Natalie Brown and Dr Gary Williams will be the UTAS representatives on the project team.

Yours Sincerely

Professor David Sadler

Pro Vice-Chancellor (Students and Education)

Maureen Stevenson

Personal Assistant

Pro Vice-Chancellor (Students and Education)

University of Tasmania

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