

**CONFIRMED**

**THE UNIVERSITY OF MELBOURNE**  
**TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE**  
**MEETING 3/03**

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 3 April 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

**Present**

Professor Brian Galligan in the Chair, Professor Margaret Britz, Professor Andrew Christie, Dr Mary R. Emison, Dr Richard James, Associate Professor Carol Johnston, Professor Craig McInnis, Mr Nick Melchior, Professor Alistair Moffat, Professor Terry Nolan, Dr Ann Roberts, Ms Jenny Stephens, Professor Leon Sterling, Associate Professor Peter Tregloan.

**Apologies**

Dr Mark Elgar, Associate Professor Ken Gelder, Professor Kwong Lee Dow, Professor Peter McPhee, Professor Field Rickards, Mr Lachlan Williams, Professor Johanna Wyn.

**In Attendance**

Associate Professor Su Baker, Ms Karen Roe (Committee Secretary).

**BUSINESS**

**1. Minutes of the Previous Meeting**

The minutes of meeting 2/03 held on Thursday 6 March 2003 were confirmed.

**2. Matters Arising from the Minutes**

**2.1 Action Sheet**

The Committee reviewed the action sheet from the previous meeting, and noted that most items had been completed or were in progress.

**3. University Planning and Accountability Cycle**

**3.1 TALQAC Membership and Terms of Reference**

The Committee received for information the current version of its terms of reference approved by the Academic Board in June 2002.

**3.2 Quality Self-Assessment**

The Committee received the document, 'Self-Assessment of Processes and Outcomes' and covering memorandum by the Academic Registrar, outlining the process for quality self-assessment that is currently underway in academic departments, faculties, the Academic Board and its committees. The Committee members discussed their departmental and faculty experiences in implementing the process.

#### **4. TALQAC Visits to Faculties for 2003 and Beyond**

The Committee received a verbal report from the Chair on the visits to faculties in 2003 and beyond. The Committee agreed that three to four reviews of academic programs will be conducted each year. In the first year, it proposed to review one large degree from either Arts or Science, one professional degree from Engineering, Law or Medicine, and a coursework masters program or set of programs. Guidelines for conducting the reviews were discussed.

The Chair undertook to draft a four year plan for the review of academic programs. He requested that Professor Craig McInnis provide the final report on the 2002 review of the Faculty of Economics and Commerce, and that Associate Professor Carol Johnston make reflective notes on the 2002 review process in the Faculty of Economics and Commerce for discussion at the next meeting.

#### **5. Student Surveys**

##### **5.1 Quality of Teaching Questionnaire**

The Committee received draft questions for the Quality of Teaching Questionnaire by Professor Peter McPhee, and draft introductory comments by Associate Professor Peter Tregloan. The draft incorporated revisions made by the Academic Board, Planning and Budgets Committee and by Professor Craig McInnis after consulting student focus groups. The Committee further discussed and edited the wording and content of the questions, and discussed the guidelines for administering the questionnaire.

The Committee agreed to recommend the Quality of Teaching Questionnaire, with introductory comments by Associate Professor Tregloan and further edits by the members, to the Academic Board.

##### **5.2 Quality of Teaching Distance Education Questionnaire**

The Committee received draft questions for the Quality of Teaching Distance Education Questionnaire by Professor McPhee, and draft introductory comments by Associate Professor Tregloan. The Committee agreed to use the same survey instrument for distance education as that administered on campus, so agreed to recommend the Quality of Teaching Distance Education Questionnaire, with the same text as the Quality of Teaching Questionnaire, to the Academic Board.

##### **5.3 Course Experience Questionnaire 2002**

The Committee received from Dr Mary Emison the 'Course Experience Questionnaire 2002' (full report) and covering memorandum from the Senior Vice-Principal.

#### **6. Internationalisation and Diversity: Issues for Policy Development**

The Committee received the paper, 'Internationalisation and Diversity: Issues for Policy Development' by Christopher Tremewan of the University of Auckland, which was received by the Academic Board at its March meeting as an attachment to a report on Universitas 21.

#### **7. Working Groups**

##### **7.1 Working Group on Minor Thesis**

The Committee received a verbal report from Dr Mary Emison on the progress of the Working Group on Minor Thesis. A trial run of the questionnaire on the quality of the learning experience for postgraduate students completing a minor thesis by coursework will be conducted this year. Discussions are underway with the Faculty of Arts and Faculty of Economics and Commerce, and a target list of subjects has been drawn up.

## **7.2 Working Group on Field Placements**

The Committee received a tabled, draft report from the Working Group on Field Placements which is completing its work. The Chair requested the members provide comments on the draft report for finalisation at the next meeting.

## **7.3 Working Group on Assessment**

The Committee received the terms of reference for the Working Group on Assessment. Professor Craig McInnis reported the working group plans to meet with staff at other universities and co-opt additional expertise. The working group is currently reviewing the University of Melbourne statutes on assessment. A draft report is expected to be finished by the end of June.

## **7.4 Working Group on Plagiarism**

The Committee received a verbal report from Professor Leon Sterling on preliminary aspects of the trial of the electronic plagiarism detection software, Advanced Student Electronic Submission System (ASESS). Four hundred student assignments have been submitted on-line and screened for possible plagiarism. The system is working effectively. In some instances, there has been concern that printed copies of assignments were needed by assessors in addition to the electronic copy. Allocation of responsibility for printing and associated cost is under discussion.

## **7.5 Working Group on Transition**

The Committee received a verbal report from Associate Professor Carol Johnston on the progress of the Working Group on Transition. The working group will reconvene in April with Associate Professor Johnston as the new Chair.

## **7.6 Postgraduate Coursework Programs**

The Committee received a position paper from the University of Melbourne Postgraduate Association (UMPA) outlining concerns of postgraduate students about the quality of postgraduate coursework programs at the University. The Committee noted UMPA's recommendation that a working group be formed as a joint undertaking by TALQAC and the Postgraduate Coursework Programs Sub-Committee to address issues of quality in postgraduate coursework programs at the University.

The Committee noted that reviews of postgraduate coursework programs have been conducted in recent years at the University, but results from the Course Experience Questionnaire 2002 confirm that postgraduate students continue to have concerns. The Committee agreed to look at these concerns. Some of these will be addressed in the 2003 audits of academic programs which will include a coursework masters program or set of programs (see item 3 above).

The Chair undertook to meet with the Chair of the Academic Programs Committee (Professor Margaret Britz), the Associate Dean (Research) of the School of Graduate Studies (Professor Terry Nolan) and an UMPA representative to discuss possible courses of action to address the issues, and the roles of the various parties in this process. In the meantime, Professor Nolan undertook to discuss the matter with the Dean and Associate Dean (Coursework) of the School of Graduate Studies.

## **8. Other Business**

Nil.

## 9. Next Meeting

The next meeting will be held at 2.15pm Thursday 8 May 2003 in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.15pm.

## DISTRIBUTION

### Members

Professor Brian Galligan, Head, Department of Political Science (Chair)  
Professor Margaret Britz, Head, Gilbert Chandler Institute of Land and Food Resources  
Professor Andrew Christie, Law School  
Mr Scott Crawford, President, Melbourne University Student Union  
Dr Mark A Elgar, Associate Professor, Department of Zoology  
Dr Mary R. Emison, Director, University Planning  
Associate Professor Ken Gelder, Director of Research, English with Cultural Studies  
Dr Richard James, Associate Professor, Centre for the Study of Higher Education  
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce  
Professor Kwong Lee Dow, Deputy Vice-Chancellor (Students and Staff)  
Mr Alexander Lew, Education Officer, Melbourne University Student Union  
Professor Craig McInnis, Director, Centre for the Study of Higher Education (Deputy Chair)  
Professor Peter McPhee, President of the Academic Board, Department of History  
Mr Nick Melchior, Research Education Officer, University of Melbourne Postgraduate Association  
Professor Alistair Moffat, Department of Computer Science and Software Engineering  
Professor Terry Nolan, Head, School of Population Health, and Associate Dean (Research), School of Graduate Studies  
Professor Field Rickards, Vice-President of the Academic Board, Department of Learning and Educational Development  
Dr Ann Roberts, Department of Physics  
Ms Jenny Stephens, Director, Academic Services (Student Programs)  
Professor Leon Sterling, Department of Computer Science and Software Engineering  
Associate Professor Peter Tregloan, School of Chemistry  
Mr Lachlan Williams, President, University of Melbourne Postgraduate Association  
Professor Johanna Wyn, Head, Department of Education Policy and Management  
Professor Doris Young, Department of General Practice

### In Attendance

Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts  
Ms Karen Roe, Committee Secretary, Central Secretariat (x47528, k.roe@unimelb.edu.au)

### For Information

#### *Complete papers*

Mr Russell Hillbrich, General Manager, Student Administration  
Mr Ian Marshman, Senior Vice-Principal  
Central Records, University Secretary's Department

#### *Agenda (without attached papers) and confirmed minutes*

Ms Janet Beard, General Manager, Institute of Land and Food Resources  
Ms Elizabeth Capp, General Manager, Faculty of Architecture, Building and Planning  
Ms Suzanne Dixon, General Manager, Faculty of Economics and Commerce  
Ms Helen Hayes, Vice-Principal (Information)  
Ms Elizabeth Lightfoot, General Manager, Faculty of Veterinary Science  
Ms Lin Martin, Vice-Principal and Academic Registrar  
Mr Darrell Mead, General Manager, Faculty of Medicine, Dentistry and Health Sciences  
Mr Robert Northey, General Manager, Faculty of Music  
Ms Maddy McMaster, General Manager, Faculty of Education  
Ms Joan Reese, General Manager, Faculty of Engineering  
Professor Paul Rizzo, Director, Melbourne Business School  
Dr Christopher Stewardson, General Manager, Faculty of Science

Mrs Penny Swain, General Manager, Faculty of Law  
Ms Lynne Wrout, General Manager, Faculty of Arts  
Ms Fiona Zammit, General Manager, School of Graduate Studies

*Confirmed minutes*

Ms Lin Martin, Vice-Principal and Academic Registrar

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