

CONFIRMED

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 3/04

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 8 April 2004 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Members

Professor Leon Sterling (Chair), Professor Michael Bryan, Dr Mark Elgar, Dr Mary Emison, Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Peter McPhee, Professor Alistair Moffat, Professor Pip Pattison, Professor Field Rickards, Ms Jenny Stephens, Associate Professor Peter Tregloan and Professor Doris Young.

Observers

Ms Maddy McMaster.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Su Baker, Professor Jeff Borland, Ms Gaby Bright, Professor Mary-Jane Gething, Professor Graham Hutchinson, Professor Terry Nolan, Dr Ann Roberts and Professor Johanna Wyn.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 11 March 2004 were confirmed as an accurate record, subject to an edit to item 7.6.

3. Matters Arising from the Minutes

3.1 Action Sheet

The Committee received and reviewed the action sheet from the previous meeting.

4. Chair's Reports

4.1 Academic Programs Committee

The Committee received from Professor Bryan, as Chair of the Academic Programs Committee (APC), a verbal report on current issues before the APC. The Associate Degrees Sub-Committee has been reconvened to discuss whether the University ought to offer associate degrees. Faculties will be consulted for their view. A recommendation that

special consideration reporting online be implemented for the next exam period and in the long term was received by the APC.

4.2 Melbourne University Private Committee

This item was deferred until the next meeting, because Melbourne University Private Committee had not held a meeting recently.

5. Review of Academic Programs 2004

5.1 Review Schedule

The Committee received the schedule for the review of academic programs in 2004.

5.2 Review Panel Membership

The Committee confirmed the list of members of the review panels and working groups in 2004. The Chair thanked the members for their participation. The Secretary was requested to send Dr Emison the Committee members' availability, so the University Planning Office (UPO) can liaise with faculties/colleges to arrange meetings for the review panels.

5.3 Senior External Academic to Participate in the Review Process

The Committee received a memorandum from the Chair to the Dean of Arts, Dean of Architecture and the Director of the Victorian College of the Arts (VCA), dated 18 March 2004, requesting nominations of senior, external academics to participate in the review process. The Chair verbally reported that he received nominations. The VCA requested an international visitor, because there are no comparable institutions in Australia, and the Vice-Chancellor expressed support for this proposal. The Chair undertook to write to the nominated, external academics to invite and confirm their participation in the review process.

5.4 Review Objectives

Nil.

5.5 Review Process

5.5.1 Guidelines for Self-Evaluation by Faculties

The Committee received and revised the guidelines for 'Course Evaluation by Faculties/Colleges'. The Secretary was requested to make edits to the document, circulate to members for comment, and place the revised draft on the agenda for the next meeting as well as the November meeting for further revision at the conclusion of the course review process.

5.5.2 Strategies for Focus Group Meetings During Faculty Visits

The Committee discussed strategies for focus group meetings during faculty/college visits. Student focus groups are not expected to represent the entire student body, but a cross section of gender, nationality, socio-economic status, year levels and departments within the faculty/college. The Chair undertook to write a letter to focus group participants, and attach it to the next letter to Deans about the reviews. Chairs of the review panels were requested to actively encourage expression of opinions at the focus group meetings.

5.5.3 Request for Academic Programs Committee

The Committee received a memorandum from the former APC Chair to the former TALQAC Chair, dated 30 October 2003, referring matters from APC to TALQAC. The Committee discussed item 3 of the memorandum requesting that TALQAC question faculties during the review of academic programs about whether subjects are being taught at the appropriate level, and **resolved** to include this in the guidelines for self-evaluation by faculties/colleges.

6. Evaluation Cycle and Student Administration Reports

6.1 Guidelines for Grading Errors in Examination Papers

The Committee received from the Chair and Professor Moffat a verbal progress report about writing guidelines for grading errors in examination papers. They held discussion with Mr Russell Hillbrich and Mr Gerry Barretto in Student Administration, and received examination reports for 2003.

6.2 Discussion of Data Releases from the University Planning Office

The Committee received from Professor McInnis and Dr Emison a verbal report on data releases from the UPO. The Chair requested the Working Group on TALQAC Processes discuss the proposal that two Committee meetings per year be allocated to discussion of the data, receive advice from Dr Emison on appropriate dates based on the UPO schedule, and report back to the Committee.

7. Working Groups and Discussion Groups

7.1 Working Group on Minor Thesis

The Committee received from Dr Emison a verbal report on the progress of the Working Group on Minor Thesis. The results of the survey of the quality of the learning experience for students undertaking a minor thesis (honours and postgraduate coursework) in the faculties of arts, economics and commerce, and education in late 2003 have been sent to the Deans. Coordinators of minor theses in each faculty are being identified.

7.2 Working Group on Field Placements

The Committee received from Professor McPhee a verbal report on the progress of the Working Group on Field Placements. He is circulating the draft report of the Working Group and the draft 'Off-Campus Travel and Work Policy' by the Risk Management Office to Associate Deans, and will bring their comments back to the Committee.

7.3 Working Group on Assessment

The Committee received a 'Report from the Working Group on Assessment' and a verbal report from Professor McInnis. The Committee expressed support for the report, and suggested edits. The Secretary was requested to send the draft report to the APC for comment. The final report will be forwarded to the May meeting of the Academic Board along with the final reports by the APC Working Group on Assessment Parameters and Course Load and the TALMET Working Group on Assessment. The Committee requested a copy of the TALMET Working Group report for the next meeting. Professor Rickards undertook to discuss revision of the University statutes on assessment with the Committee of Executive Board Officers.

7.4 Working Group on Academic Honesty: Policy for Plagiarism Detection Screening

The Committee received from Professor McPhee a verbal report on the progress of the

Working Group on Academic Honesty. The contract with *www.turnitin.com* for plagiarism detection software has been signed, and the software is expected to be in use by the end of the year. Professor McPhee undertook to request the administrator of the system, who will begin in the position in May 2004, develop a policy for plagiarism detection screening at the University.

7.5 Working Group on Intellectual Property in Undergraduate Courses

The Committee received from the Chair a verbal report on the progress of the Working Group on Intellectual Property in Undergraduate Courses. The Working Group has not yet held its first meeting. The Chair undertook to write terms of reference for the Working Group and bring back to the Committee.

7.6 Working Group on TALQAC Processes

The Committee received from Dr Elgar a verbal report on the progress of the Working Group on TALQAC Processes. The Chair requested that Dr Elgar write terms of reference for the Working Group and bring back to the Committee, as well as convene the first meeting shortly to discuss data releases from the UPO (as per item 6.2 above).

8. National Initiatives

The Committee received from Professor McInnis a verbal report on national initiatives. The number of Australian Awards for University Teaching will be increased to over 250 in 2006. The University has been involved in the consultative process by the Commonwealth Department of Education, Science and Training (DEST) to establish the National Institute for Learning and Teaching in Higher Education in Australia based on the Higher Education Academy in the United Kingdom. A Planning Director and other staff will be appointed in 2004, and the Institute will begin full operation in 2006.

DEST will establish a Learning and Teaching Performance Fund in 2006 as a means of promoting excellence in learning and teaching in higher education institutions. Funds will be allocated on a performance basis to reward institutions which best demonstrate excellence in learning and teaching of undergraduates. Universities will be assessed on their performance in learning and teaching using a range of methodologies which may include indicators such as student progress and graduate employment outcomes. The University is involved in the consultative process with DEST to develop the indicators over 2003-2004.

9. Other Business

Nil.

10. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 13 May 2004 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

The meeting closed at 4.15pm.

DISTRIBUTION

Members

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

Professor Leon Sterling, Department of Computer Science and Software Engineering - CHAIR

Professor Jeff Borland, Head, Department of Economics

Ms Gaby Bright, University of Melbourne Postgraduate Association

Professor Michael Bryan, Deputy Dean, Faculty of Law, and Chair, Academic Programs Committee

Dr Mark A. Elgar, Associate Professor, Department of Zoology

Dr Mary R. Emison, Director, University Planning Office
Professor Mary-Jane Gething, Professor and Deputy Head (Academic), Department of Biochemistry and Molecular Biology
Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce
Associate Professor Jenny Lye, Department of Economics
Professor Craig McInnis, Director, Centre for the Study of Higher Education – DEPUTY CHAIR
Professor Peter McPhee, Deputy Vice-Chancellor (Academic)
Professor Alistair Moffat, Department of Computer Science and Software Engineering
Professor Terry Nolan, Head, School of Population Health
Professor Pip Pattison, Head, School of Behavioural Science, and Deputy Vice-President of the Academic Board
Professor Field Rickards, President of the Academic Board, Department of Learning and Educational Development
Dr Ann Roberts, Associate Professor, Department of Physics
Ms Jenny Stephens, Director, Academic Services (Student Programs)
Associate Professor Peter Tregloan, School of Chemistry
Mr Lachlan Williams, President, University of Melbourne Postgraduate Association
Professor Johanna Wyn, Head, Education Policy and Management
Professor Doris Young, Department of General Practice
Two nominees, Melbourne University Student Union - vacant

Observers

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts
Ms Maddy McMaster, General Manager, Faculty of Education

In Attendance

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

Ms Karen Roe, Committee Secretary, Central Secretariat, University Secretary's Department (x47528, k.roe@unimelb.edu.au)

For Information

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

Mr Russell Hillbrich, General Manager, Student Administration
Mr Ian Marshman, Senior Vice-Principal

Confirmed minutes – original hard copy signed by Chair

Minutes Office, University Secretary's Department

Confirmed minutes – electronic distribution

Ms Janet Beard, General Manager, Institute of Land and Food Resources
Mr Lachlan Cameron, Director, Student Administration and Systems, Academic Services
Ms Elizabeth Capp, General Manager, Faculty of Architecture, Building and Planning
Ms Suzanne Dixon, General Manager, Faculty of Economics and Commerce
Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences
Ms Helen Hayes, Vice-Principal (Information)
Ms Elizabeth Lightfoot, General Manager, Faculty of Veterinary Science
Ms Lin Martin, Vice-Principal and Academic Registrar
Mr Robert Northey, General Manager, Faculty of Music
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