

THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

Meeting 3/05

MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 7 April 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Committee Members

Professor Leon Sterling (Chair), Associate Professor Prem Bhalla, Professor Glenn Browning, Professor Michael Bryan, Ms Suzanne Daroesman, Mr Paul Donegan, Dr Mark A Elgar, Dr Richard James (for items 1-7.2 only), Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Peter McPhee, Professor Pip Pattison, Professor Loane Skene (for item 9 only), Ms Jenny Stephens, Associate Professor Peter Tregloan and Mr William Watson.

Observers

Associate Professor Su Baker (for items 1 - 7.7 only).

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Professor Jeff Borland, Professor Craig McInnis, Professor Alistair Moffat, Ms Susanne Munro, Professor Doris Young.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 10 March 2005 were confirmed as an accurate record, subject to an edit to item 7.5.

3. Matters Arising from the Minutes

3.1 Action Sheet

The Committee received the action sheet from the previous meeting. Further discussion took place in regard to the following action items:

3.1.2 Engineering Postgraduate Coursework Programs: Review Panel Appointments

The Committee received tabled email correspondence dated 4 April 2005 from the Secretary of the Student Entry Pathways Sub-Committee (SEPSC) to the Secretary of TALQAC. It was noted that SEPSC has agreed to monitor the English as a Second Language (ESL) prerequisite in Engineering, and will revisit it in twelve months time.

3.1.4 Funding Innovation

The Committee received from Professor Pattison a verbal report that she awaits the release of funding guidelines from the Carrick Institute for Learning and Teaching in Higher Education in 2006 before completing a discussion paper with options for funding research on innovative educational practices at the University.

3.1.5 Quality of Administrative Services for Students

The Committee received from the Chair a verbal report that he referred to the working group on website content in the Information Division the issue of ways to highlight student feedback reports on the University website. He requested the Secretary invite Ms Sally-Anne Leigh, Information Division, to the June meeting of TALQAC.

3.1.23 Audit of Off-Shore Programs

The Committee received from Professor McPhee a verbal report that he completed for the forthcoming Australian Universities Quality Agency (AUQA) audit a paper about off-shore programs at the University. Professor McPhee undertook to show the Committee this paper.

3.2 Overlap Between the Roles of the Deputy-Vice Chancellor (Academic) and TALQAC

The Committee received from Professor McPhee a verbal report about the roles of the Deputy Vice-Chancellor (Academic) and the Committee. The Committee monitors quality assurance of teaching and learning at the University and makes recommendations to the Academic Board. The Planning and Budgets Committee and Professor McPhee are responsible for allocating resources in response to the Committee's recommendations.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

The Committee received from Professor McPhee a verbal report that Quality Assurance and Accountability Committee (QAAC) will submit a portfolio of documents to AUQA in mid April 2005 in preparation for the audit of the University on 14-19 August 2005. This will include documentation for the Victorian School of the Arts, Melbourne Business School and Melbourne College of Divinity.

4.2 Academic Programs Committee

The Committee noted the Academic Programs Committee (APC) met earlier that day.

4.3 Melbourne University Private Committee

The Committee received from the Chair a verbal report about current issues before the Melbourne University Private Committee (MUPC). The Graduate Certificate of e-Crime

Investigation was reviewed and considered to be of comparable quality to courses of the same classification level offered by the University of Melbourne. The MUPC discussed entry qualifications of students who completed the Graduate Certificate in Scientific Leadership this year, and requested data on waivers to the selection criteria, particularly where prior experience was recognised in lieu of a degree.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Tregloan a verbal report about current issues before the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET). A working group on best practice for the delivery of on-line subjects was reconvened. The TALMET Evaluation Strategy Group will visit faculties to evaluate information technology programs in regard to teaching and learning this year. The University is considering an agreement with the Massachusetts Institute of Technology to participate in the iCampus project, sponsored by Microsoft, to develop information technologies for higher education, for example, on-line lectures and tutorials, multimedia and tools for web-page design. The learning management system, 'Blackboard 6.0', became operational in some departments of the University this week.

4.5 Steering Committee for the Turnitin Trial

The Committee received from the Headstart Leadership Project Group a 'Report Student Academic Misconduct', and a tabled paper from the Project Manager for the Turnitin Trial, 'Pilot of Turnitin Plagiarism Detection Software'. Professor McPhee reported verbally that final recommendations about the Turnitin trial are expected to be sent from the Steering Committee for the Turnitin Trial to TALQAC in May 2005. The emphasis of the project is upon teaching students the importance of academic honesty. The Melbourne-Monash protocol for developing staff skills in monitoring and dealing with incidents of plagiarism was noted.

5. Course Reviews

5.1 Review Schedule

The Committee received the updated 'Course Reviews: Schedule 2005' for the 2005 reviews of the Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and combined degrees (Engineering), Bachelor of Education (Primary), Bachelor of Early Childhood Education, Bachelor of Early Childhood Studies, Bachelor of Learning Development and Training, Bachelor of Teaching and combined degrees (Education), Bachelor of Veterinary Science and Bachelor of Animal Science (Veterinary Science), and Economics and Commerce postgraduate coursework programs.

5.2 Review Panel Appointments

The Committee received from the University Planning Office a tabled paper, 'TALQAC course review schedule', with a list of appointments between the review panels and the Faculties of Engineering, Education, Veterinary Science, and Economics and Commerce.

5.3 Guidelines for Course Evaluation by Faculties

The Committee **approved** the final draft of the 'Guidelines for course evaluation by faculties 2005', subject to the insertion of additional points at sections 2.2 and 2.4. Professor Pattison was requested to send the Secretary an additional point about assessment for insertion at section 2.4.

5.4 Review of the Bachelor of Commerce 2002

The Committee received a memorandum dated 14 March 2005 from the Chair to the

Dean, Faculty of Economics and Commerce, seeking feedback about faculty progress with implementing the recommendations made during the 2002 TALQAC review for improvement of the Bachelor of Commerce.

6. Evaluation Cycle and Student Administration Reports

6.1 Errors in Examination Papers

The Committee received a revised memorandum dated 18 March 2005 from Mr Gerry Barretto, Student Administration, to the Chair about errors in examination papers during the examination period in November 2004.

6.2 Student Feedback on the Quality of Teaching

The Committee received email correspondence dated 10 March 2005 from Professor Jon Pearce to the Chair requesting approval to receive raw data from the 'Quality of Teaching' surveys of students in the Department of Information Systems, an evaluation cycle report by the University Planning Office (UPO), 'Student Feedback on the Quality of Teaching: report on semester 2 2004 and trend data', and a covering memorandum dated 16 March 2005 from the Acting Director of the UPO. It was noted that Professor Moffat delivered a short, verbal overview of the report at the March meeting of the Academic Board.

6.3 Course Experience Questionnaire

The Committee received from the UPO an evaluation cycle report, 'Course Experience Questionnaire 2004: the course experience of graduates of the year 2003 of the University of Melbourne', with a covering memorandum dated 24 March 2005 from the Acting Director of the UPO. Feedback indicating dissatisfaction with the university experience among some students was linked to feelings of isolation, lack of identification with the learning community, courses being more theoretical than practical, and disappointment with some teaching staff. The possibility that voluntary student unionism may increase feelings of isolation among students was noted. A working group on the Melbourne experience has been formed by the Vice-Chancellor to look at the issues, and MU Student Union is researching the effect of clubs on the student experience.

The Committee received tabled email correspondence dated 6 April 2005 from Professor Young to the Chair including a synopsis of the report which she will deliver verbally at the April meeting of the Academic Board. The Committee requested that Professor Young draw more attention to the open-ended comments provided by the students.

7. Working Groups

7.1 Working Group on Minor Thesis

The Committee received from the UPO and the Working Group on Minor Thesis an evaluation cycle report, 'Student Feedback on the Quality of Supervision and Academic Support – Students Undertaking a Minor Thesis/ Research Project: report on pilot survey II semester 2 2004'. Ms Daroesman reported verbally that students had identified gaining access to University computers, frequency of meetings with the supervisor, and the timing of support services as influences on academic success. The Working Group on Minor Thesis will submit a final report to the Committee, although the survey may be conducted again in a few years.

7.2 Working Group on Communication Issues and Combined Degrees

The Committee received from Professor Bryan a verbal report on the progress of the Working Group on Communication Issues and Combined Degrees. The terms of

reference and membership list were approved by the Academic Board in March 2005. Ms Munro will be the student representative on this working group.

7.3 Working Group on Generic Skills

The Committee received from Professor Bryan a verbal report on the progress of the Working Group on Generic Skills. Discussion will be held between the Chairs of TALQAC and APC and the President of the Academic Board, and in various fora over the next year or so. One of the key issues is the link between generic skills and assessment.

7.4 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. A draft working group report has been prepared, and a student representative has been elected to the membership. It was noted the University statutes on intellectual property are being revised. The Chair was requested to advise the Senior Vice-Principal that membership includes a representative from the Research and Innovation Office.

7.5 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 UPO is collating responses from heads of departments to the letters seeking their input about quality of teaching and learning at the University and the role of the evaluation cycle surveys and the committees.

7.6 Assessment Implementation Working Group

The Committee received from Professor Pattison a verbal report on the progress of the Assessment Implementation Working Group. A student representative has been nominated. The Committee thanked Mr Donegan for facilitating the participation of student representatives in this and other working groups.

7.7 Proposed Working Group on Examination Conditions and Processes

The Committee received from the Chair a verbal report that a joint sub-committee of TALQAC and the APC, instead of the proposed Working Group on Examination Conditions and Processes, has been proposed to meet after each examination season to review examination reports provided by Student Administration, budgetary issues surrounding the improvement of examination conditions and the use of dictionaries in examinations.

8. Other Business

8.1 Assessment in the School of Nursing

The Committee received tabled correspondence dated 5 April 2005 between the Chair and Ms Liz Burton about assessment in the School of Nursing. It was noted the Departments of History and Psychology double mark all failed submissions, so Ms Burton was advised to contact Professor Charles Zika and Professor Henry Jackson.

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 12 May 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.10pm.

DISTRIBUTION

Committee Members

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

Professor Leon Sterling, Department of Computer Science and Software Engineering - CHAIR
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association
Associate Professor Prem Bhalla, Agriculture and Food Systems
Professor Jeff Borland, Head, Department of Economics
Professor Glenn Browning, Professor in Veterinary Microbiology, Department of Veterinary Science
Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law
Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office
Mr Paul Donegan, Chair, Interim Student Representative Committee, MU Student Union Ltd
Dr Mark A Elgar, Associate Professor, Department of Zoology
Professor Patrick Griffin, Head, Learning and Educational Development
Professor Alun Jackson, Department of Social Work
Dr Richard James, Associate Professor and Acting Director, Centre for the Study of Higher Education, and Associate Dean, School of Graduate Studies
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce
Associate Professor Jenny Lye, Department of Economics
Professor Craig McInnis, Professor of Higher Education and Policy Adviser to the Deputy Vice-Chancellor (Academic)
Professor Peter McPhee, Deputy Vice-Chancellor (Academic)
Professor Alistair Moffat, Department of Computer Science and Software Engineering
Ms Susanne Munro, MU Student Union Ltd
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science
Professor Loane Skene, President of the Academic Board and Pro-Vice-Chancellor, Law School
Ms Jenny Stephens, Director, Academic Services (Student Programs)
Associate Professor Peter Tregloan, School of Chemistry
Mr William Watson, University of Melbourne Postgraduate Association
Professor Doris Young, Head, Department of General Practice

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, University Secretary's Department, tel: 8344 7528, fax: 8344 6897, k.roe@unimelb.edu.au

For Information

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

Mr Russell Hillbrich, General Manager, Student Administrative Services
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 Suzanne Dixon, General Manager, Faculty of Economics and Commerce
Dr Mary R. Emison, Acting Vice-Principal and Academic Registrar

Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences
Ms Diana Harrison, Executive Officer, Faculty of Veterinary Science, Werribee campus
Ms Helen Hayes, Vice-Principal (Information)
Mr Robert Northey, General Manager, Faculty of Music
Mrs Joan Reese, General Manager, Faculty of Engineering
Mr Neil Robinson, General Manager, Faculty of Architecture, Building and Planning
Dr Christopher Stewardson, General Manager, Faculty of Science
Ms Kylie Whittard, General Manager, Marketing and Admissions, Melbourne Business School
Ms Lynne Wrout, General Manager, Faculty of Arts
Ms Fiona Zammit, General Manager, School of Graduate Studies
General Manager, Faculty of Law

REVIEW PANELS AND WORKING GROUPS

Review Panel Members

Review Panel for the Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and combined degrees

Professor Craig McInnis, Professor of Higher Education and Policy Adviser to the Deputy Vice-Chancellor (Academic) - CHAIR
Professor David Abramson, Department of Computer Science and Software Engineering, Monash University
Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law
Mr Paul Donegan, Chair, Interim Student Representative Committee, MU Student Union Ltd
Associate Professor Jenny Lye, Department of Economics
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science
Representative from the University Planning Office, The University of Melbourne - tba

Review Panel for the Bachelor of Education (Primary), Bachelor of Early Childhood Education, Bachelor of Early Childhood Studies, Bachelor of Learning Development and Training, Bachelor of Teaching and combined degrees

Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce - CHAIR
Professor Glenn Browning, Professor in Veterinary Microbiology, Department of Veterinary Science
Dr Mark A Elgar, Associate Professor, Department of Zoology
Ms Susanne Munro, MU Student Union Ltd
Professor Alan Reid, Professor of Education, School of Education, University of South Australia
Ms Jenny Stephens, Director, Academic Services (Student Programs)
Representative from the University Planning Office, The University of Melbourne - tba

Review Panel for the Bachelor of Veterinary Science and Bachelor of Animal Science

Professor Alistair Moffat, Department of Computer Science and Software Engineering – CHAIR
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association
Professor Jeff Borland, Head, Department of Economics
Dr Glen Coleman, Lecturer in Veterinary Parasitology, School of Veterinary Science, University of Queensland
Dr Richard James, Associate Professor and Acting Director, Centre for the Study of Higher Education, and Associate Dean, School of Graduate Studies
Professor Loane Skene, President of the Academic Board and Pro-Vice-Chancellor, Law School
Associate Professor Peter Tregloan, School of Chemistry
Representative from the University Planning Office, The University of Melbourne - tba

Review Panel for Economics and Commerce postgraduate coursework programs

Professor Patrick Griffin, Head, Learning and Educational Development - CHAIR
Associate Professor Prem Bhalla, Agriculture and Food Systems
Professor Alun Jackson, Department of Social Work
Professor Gill Palmer, Faculty of Business and Economics, Monash University
Professor Leon Sterling, Department of Computer Science and Software Engineering
Mr William Watson, University of Melbourne Postgraduate Association
Representative from the University Planning Office, The University of Melbourne - tba

Working Group Members

Assessment Implementation Working Group

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science

Professor Glenn Bowes, Faculty of Medicine, Dentistry and Health Sciences

Mr Peter Jones, Multi-Media Coordinator, Law School

Dr Michelle Livett, Associate Dean (Academic Programs), School of Physics

Ms Claire McClelland, Undergraduate Student, MU Student Union Ltd

Professor Craig McInnis, Professor of Higher Education and Policy Adviser to the Deputy Vice-Chancellor (Academic)

Associate Professor Som Naidu or Mr David Hirst, Teaching, Learning & Research Support, Information Division

Mr Robert Northey, General Manager, Faculty of Music

Associate Professor Harald Sondergaard, Department of Computer Science and Software Engineering

Mr Christopher Yip, Postgraduate Student, Faculty of Economics and Commerce

Working Group on Communication Issues and Combined Degrees

Professor Michael Bryan, Chair, Academic Programs Committee, Law School – CHAIR

Mr Lachlan Cameron, Director, Student Administration and Systems, Academic Services

Dr Steve James, Department of Criminology

Ms Susanne Munro, Undergraduate Student, MU Student Union Ltd

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science

Ms Francesca Pecoraro, Manager (Undergraduate), Faculty of Economics and Commerce

Professor Leon Sterling, Department of Computer Science and Software Engineering

Second TALQAC representative - vacant

Working Group on Generic Skills

Professor Michael Bryan, Chair, Academic Programs Committee, Law School – CHAIR

Ms Cassandra Devine, Undergraduate Student, MU Student Union Ltd

Professor Leon Sterling, Department of Computer Science and Software Engineering

Academic Programs Committee representatives - vacant

TALQAC representatives - vacant

Working Group on Intellectual Property in Undergraduate Courses

Professor Leon Sterling, Department of Computer Science and Software Engineering (Chair)

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

Ms Patricia Oman, Undergraduate Student, MU Student Union Ltd

Ms Julie Rodman, Manager, Multimedia Licensing & Technology Contracts, Research and Innovation Office

Associate Professor Peter Tregloan, School of Chemistry

Working Group on Minor Thesis

Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office (Chair)

Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association

Professor Barbara Evans, Dean, School of Graduate Studies

Associate Professor Cathy Falk, Deputy Dean, Faculty of Music

Professor Craig McInnis, Professor of Higher Education and Policy Adviser to the Deputy Vice-Chancellor (Academic)

Working Group on TALQAC Processes

Dr Mark A. Elgar, Associate Professor, Department of Zoology (Chair)

Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office

Mr Paul Donegan, Chair, Interim Student Representative Committee, MU Student Union Ltd

Associate Professor Jenny Lye, Department of Economics

Professor Craig McInnis, Professor of Higher Education and Policy Adviser to the Deputy Vice-Chancellor (Academic)

Professor Alistair Moffat, Department of Computer Science and Software Engineering