

**THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD**

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 3/06

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2.15pm Thursday 13 April 2006 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

MINUTES

PRESENT

Committee Members

Professor L Sterling (Chair), Ms S Daroesman, Mr P Fijn, Ms J Giles, Professor T Goodwin, Associate Professor L Hawthorne, Professor H Jackson, Professor R James, Associate Professor J Lye, Professor A Moffat, Professor P Pattison, Mr D Rizzetti, Ms J Stephens, Associate Professor P Tregloan and Mr A Williams.

Observers

Ms D Harrison

Ms K Menezes

In Attendance

Ms S Eshuys (Committee Secretary)

BUSINESS

1. Formal Matters

The Chair advised members that the meeting would finish at 3:15pm and that the newly formed working groups would then convene immediately to discuss terms of reference.

1.1. Apologies

The Committee received apologies from Associate Professor P Bhalla, Professor J Borland, Associate Professor S Elliott, Associate Professor J George, Professor P Griffin, and Professor L Skene.

1.2. Replacement Committee Secretary

The Chair introduced Ms Kathy Menezes to the Committee. Ms Menezes will be replacing Ms Eshuys as Committee Secretary while she is on a 6 month secondment. The Chair thanked Ms Eshuys for her assistance over the past few months.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 9 March 2006 were confirmed as an accurate record.

3. Matters Arising from the Minutes

3.1. Action Sheet

The Chair advised that item 7.1 on Academic Honesty and the Turnitin report would be deferred to the May meeting due to the absence of Associate Professor S Elliott from the meeting.

3.2. Postgraduate Induction Processes (Item 3.2,Mtg 2/06)

Members received and noted the email sent out to Head of Academic Departments requesting information on their postgraduate induction processes. The Chair reported that the email had been sent after discussions between UMPA and the School of Graduate Studies and so far 9 responses had been received. The Chair noted that asking departments to provide this type of information is a good example of the accountability cycle.

The Chair will report again at the next meeting.

3.3. Benchmarking report on transition initiatives (Item 3.1.2,Mtg 6/05)

Members received (electronically) and noted the following sections of the report on Benchmarking Transition, prepared by the Transition Program:

- Executive overview
- Faculty transition
- Faculty of Arts overview

The Chair commended the report and noted the importance of the Committee being aware of transition practices at the University of Melbourne.

The Secretary advised that she has the complete report and if any member wishes to borrow it they should contact her.

4. Other Committees

4.1. Academic Programs Committee (APC)

In the absence of the Chair of APC, the Chair reported that the key issue for APC currently is the timing of the changes to the undergraduate program. Members noted that the University has submitted a proposal to DEST to move Commonwealth Supported Places from undergraduate to postgraduate courses. A reply from DEST is expected after Easter.

4.2. Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET)

Associate Professor Tregloan reported that the Committee had received a presentation from Associate Professor Peter Jamieson who is advising the University on the development of the learning hubs.

Members noted that TALMET had hosted a forum for faculty representatives to put a plan in place for the Learning Management System in Semester 2, 2006. The final

list of subjects to be uploaded on to the LMS in Semester 2 will be finalised by mid May.

It was noted that the University is currently considering its level of involvement in the MIT iCampus Outreach program.

4.3. Melbourne Experience Committee

The Secretary of the Melbourne Experience Committee (MEC), Ms K Menezes reported on the work of the Committee on behalf of Associate Professor S Elliott. Ms Menezes reported that MEC is currently developing its work plan for 2006 and the plan will be finalised in April.

4.4. Student Organisation Report

Mr Williams reported that problems with the student discipline process are likely to be raised at the next meeting of Academic Board and the matter may be referred to TALQAC for consideration.

The Chair thanked Ms Giles for reporting on the Quality of Teaching survey results at the previous meeting of Academic Board.

5. TALQAC Workplan for 2006

5.1. Working group and course review panel membership

Members received and noted the list of working group and course review panel membership. The Chair advised that Professor R James would move from the working group on acquisition of generic skills to Chair the working group on peer review of teaching. Professor P Pattison will take over the Chair of the working group on the acquisition of generic skills.

Members discussed co-opting other relevant staff from the University to be involved with the working groups. The Committee agreed to ask Dr Paul Fritze (Information Systems) to join the faculty assessment practices working group and Ms Clare Rhoden (Transition Program) to join the working group on transition programs and course advice.

6. 2006 Course Review Schedule

Members received and noted correspondence between the Faculty of Architecture, Building and Planning and the Chair relating to the review of their postgraduate coursework programs in 2006. The Chair advised that he will meet with the Faculty in July to discuss the course review process.

7. Evaluation Cycle and Student Administration

7.1. Academic Honesty: Turnitin

Members agreed to defer this item until the next meeting. A member advised that the Turnitin licence negotiation is due to be finalised in April.

The Chair reported that how the University manages Turnitin in relation to the Learning Management System will need to be considered. Associate Professor Tregloan agreed to raise this issue at the next LMS meeting on 21 April.

Associate Professor L Hawthorne suggested that the wording of the student declaration should be changed and it was agreed to discuss this matter further at the May meeting.

7.2. Errors in Examination Papers

The Committee received and noted the report on errors in examination papers for the November 2005 exam period. Members noted with satisfaction that only one error was detected in one examination paper and the error was classified by the department as *No adverse effect*. The Committee agreed to refer the report to Academic Board.

7.3. Quality of Teaching Survey Policy Framework

(a) Policy Framework

Members received and noted the updated policy framework paper, prepared by the University Planning Office. Members agreed to refer the paper to the July meeting when the evaluation cycle will be discussed.

Ms Giles reported that, in her experience, some lecturers distribute and collect QOT survey forms which is against University policy. Members discussed this matter and whether Deans and Heads of Departments should be reminded of correct practice. It was also suggested that the policy framework be amended to include example of appropriate practice with regard to the distribution and collection of the surveys. Members agreed to discuss this issue further at the July meeting but also to refer the issue to and to raise it at Academic Board to remind academics of the policy.

(b) Interpreting and using information from the QOT student feedback questionnaire

Members received and noted the paper on interpreting and using information from the QOT student feedback questionnaire, prepared by Professor C McInnis.

Members discussed the use of QOT scores in promotion and performance assessment of academics and how this practice is not in line with the policy that the QOT survey assesses the subject and not the individual/s teaching the subject.

7.4. Employer feedback on the quality of University of Melbourne graduates

Members received and discussed the report on the 2005 findings of the Employer Feedback on Quality of University Graduates survey.

Members noted the low and reducing response rates and discussed whether this survey provides an adequate process for assessing employer satisfaction with graduates.

Ms Daroesman reported on the reasons for the low response rate and that the survey has been modified each time it has been used to try and improve the response rate. The main problem is that eligibility to complete the survey is very restrictive and that organisations that do qualify to respond often don't. Ms Daroesman advised that

the data is for internal use only. Members agreed to discuss the low response rate and small sample sizes further at the July meeting.

The Committee agreed to refer the findings to Academic Board for information.

8. Working Groups

8.1. Assessment Implementation Working Group

Professor Pattison reported that the working group had not met again since the last report was presented to TALQAC.

8.2. Examinations Working Group

Professor Pattison advised that the first meeting of the working group will be held on 26 April.

9. Other Business

The Secretary advised that she had complete versions of the Quality of Teaching Survey outcomes report for 2005 available at the meeting for members to collect.

10. Next Meeting

The next meeting will be held from 2:15-4:15pm on Thursday 11 May 2006 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

The meeting closed at 3:20pm.