

CONFIRMED

**THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD**

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 3/07

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2.15 pm on Thursday 12 April 2007 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

MINUTES

PRESENT

Committee Members

Professor L Hawthorne (Chair), Professor A Moffat, Associate Professor M Guillemain, Professor T Goodwin, Professor G Stevens, Associate Professor P Tregloan, Professor R James, Associate Professor S Holloway, Ms S Daroesman, Ms S Beattie, and Mr P Fijn.

Observers

Ms D Harrison

In Attendance

Ms K Menezes (Committee Secretary)

BUSINESS

1. Formal Matters

1.1 Welcome

1.2 Apologies

The Committee received apologies from Professor P Bhalla, Professor R Huggins, Associate Professor S Elliott, Professor P Pattison, Professor M Considine, Ms B Ahrens, Ms L Buckingham, Mr H Fong, Professor H Jackson and Professor J Borland.

2 Minutes of the Previous Meeting

Minutes of the TALQAC meeting held on Thursday 8 March 2007 were accepted as an accurate record of the meeting.

3 Matters Arising from the Minutes

3.1 Action Sheet

Item 1: Associate Professor Tregloan reported that he would send the URL for the PROFAS/Acknowledgement site including access instructions to the Committee Secretary to make available to all TALQAC Committee members.

Item 5 (a): Professor Hawthorne noted that the Committee Secretary would prepare a summation of TALQAC's responsibilities for 2007 to present at the June meeting.

3.2 Faculty Assessment Practices Working Group Report

It was noted that the 'Scaling' item on the report presented at the March meeting of TALQAC had been modified to:

9. Moderation of Grade Distributions

There appears to be no uniform practice for identifying and, if necessary, correcting unusual grade distributions. Currently this is often left up to individual lecturers and may be done without Departmental or Faculty oversight.

Recommendation: There should be a consistent set of principles for identifying unusual grade distributions, and the process of mark adjustments should be transparent when it occurs.

It was noted that as per the advice of TALQAC Committee members, the updated report had been forwarded to UGPC and PCPC for consideration of recommendations relevant to their particular areas of expertise. (Professor Hawthorne has since formally requested the PCPC to take up the relevant issues, and will do so with the UGPC at the forthcoming meeting.)

4 Other Committees

4.1 MM08 Taskforce Update

Members noted the invitation to all staff to attend the launch of the Melbourne Model and the unveiling of the University's new advertising campaign. As some staff had not received the invitation, the Committee Secretary will forward the information to all TALQAC members.

4.2 Undergraduate Programs Committee (UGPC)

New LFR courses have been recommended to Academic Board for approval. The Faculty of Engineering will continue in the interim with the four year Bachelor of Engineering course but with modifications which acknowledge the principles of the Melbourne Model.

4.3 Postgraduate Coursework Programs Committee (PCPC)

Associate Professor Misson reported on consideration of proposals for new professional masters programs by PCPC and the review that is to be undertaken of the Guidelines for Higher Degrees. Associate Professor Misson also noted the discussion paper on the use of “Doctor” in the title of career-entry postgraduate awards.

Ms Beattie mentioned the concern of some postgraduate students regarding the large component of group work in some postgraduate coursework subjects as an issue for PCPC to consider.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee (TaLMET)

Associate Professor Tregloan reported that TaLMET is in the process of discussing the future direction of the Committee. One recommendation was that TaLMET’s Terms of Reference may need to be broadened to include support of innovations in teaching and learning more generally. Associate Professor Tregloan also presented a report obtained from Information Services on behalf of TALQAC and TaLMET, on the use of Turnitin. Members enquired as to what action was taken by Schools and Departments as a consequence of receiving the Turnitin reports. Associate Professor Tregloan to follow up and report to TALQAC at the June meeting.

4.5 Melbourne Experience Committee (MEC)

In Associate Professor Elliott’s absence there was no discussion under this item.

4.6 School of Enterprise Committee

There was no discussion under this item.

4.7 Reports from Student Representatives

There were no student reports at this meeting.

5 Evaluation Cycle and Quality Measures

5.1 Review of Honours Programs

The Committee received and noted the *Draft Honours Review Parameters* document. Members raised the following issues:

- The Committee reiterated that a review of the Honours Program is merited however formal Terms of Reference need to be developed and the scope of the review refined particularly in the context of the timeline. Members agreed that contribution to the BCG team’s discussion of the issue would be valuable, however this would lead to a compressed timeline which may not permit a substantial review.

- On the issue of variability in relation to purpose and delivery of the Honours programs, members queried if greater uniformity across Honours programs is a justifiable goal.
- An important consideration was for the review to focus on the future (including the MM) in addition to mapping the situation as currently stands (to 'heritage' degrees), to ensure this is a comprehensive and worthwhile process.
- Members questioned how extensive the review would be and if all Departments would be surveyed/ interviewed, or just a cross-section
- Another important consideration was where the Honours programs will sit in relation to SGS and how these degrees will articulate into RHD or PG Coursework programs
- Ms Beattie questioned if student feedback on the Honours programs would be sought. Ms Daroesman responded that while there was no particular Honours Survey, there was CEQ data which demonstrated that on the whole students completing a four year program with Honours are more satisfied than students completing a three year degree. Mr Fijn reported that some Departments do survey their Honours students and it would be worth examining this data.
- Members recommended that the current parameters should include a number of additional issues, including: the appropriate balance of research and coursework in an Honours degree, student and supervisor workload issues and the administrative requirements necessary to support Honours students.
- It was agreed that the Honours review should be a major agenda item at the May TALQAC meeting, with the Chair of BUGS, Professor Skene, also invited to attend the discussion. This was important given the likelihood that BUGS will handle Honours in the New Generation Degrees.

The Committee Secretary to convene a small sub-group meeting prior to the next TALQAC meeting to formally draft Terms of Reference which will be considered at the May TALQAC meeting. Professor Hawthorne, Associate Professor Misson, Professor James, Ms Daroesman, Professor Goodwin and Mr Fijn/Ms Beattie volunteered to be part of this sub-group.

5.2 Review of ABP

Professor Hawthorne reported that a meeting is being scheduled with the Dean and the General Manger of Faculty of Architecture, Building and Planning to work out in detail the parameters of the ABP review.

6 Working Groups

6.1 Quality of Teaching Survey Working Group

The Committee received and noted the Terms of Reference and membership of the QoT Survey Working Group. Professor Moffat, Chair, observed that one of the main objectives of the group is to identify and recommend best practice and give guidance to staff on enhanced use of the instrument to obtain appropriate data to inform the improvement of teaching and learning in the University. Professor James noted that some mechanism was necessary to compare the experience of current students with those of students in the New Generation Degrees and one suggestion was that the QoT should include a question as to which degree the

student is enrolled in. Ms Daroesman mentioned two related projects; one which proposes the introduction of an integrated student experience survey, incorporating a 'first year experience' survey, a 'current course experience' survey and a survey on student support services. Over 2007-08, the survey is to be administered to all students in Semester II 2007 and first year students in the New Generation Degrees in Semester II 2008. The second project, Quantitative Analysis of the Student Learning Experience, is being undertaken by Associate Professor Hirschberg.

Associate Professors Crosby and Guillemin agreed to join the QoT Survey Working Group.

6.2 Peer Review of Teaching

Professor James informed the Committee that the Peer Review of Teaching model is currently being trialled by five departments and a report will be available on completion of the project. Professor James also reported Dr. Harris from the CSHE is involved in the *Peer Review of Teaching in Australian Higher Education: Resources to Support Institutions in Developing and Embedding Effective Policies and Practices (2007-8)*, a national project funded by the Carrick Institute for Learning and Teaching in Higher Education.

6.3 Acquisition of Generic Skills

In Professor Pattison's absence there was no discussion under this item.

6.4 Student Advice Working Group

The Committee received and noted the Melbourne Student Advice Model paper and the twelve issues raised by forum participants at the Student Advice Model Forum held on 23 March 2007. Professor Hawthorne noted that discussions are underway to investigate delivery of the Melbourne Student Advice Model on regional campuses, and additional input has been sought from Professor Barbara Evans in relation to the School of Graduate Studies perspectives. The Working Group will meet one last time with Ms Luck, VP and Academic Registrar, to discuss service standards and evaluation techniques relating to student advice. After the meeting there will be two sub-groups formed with different representation; one to look into the HR implications of the model and another to examine Quality Assurance and Evaluation mechanisms. Key decisions in relation to location, built environments and HR have not yet been finalised (given the context of other Workstreams) and existing student advice structures will be utilised in 2008.

6.5 Assessment Implementation Working Group

In Professor Pattison's absence there was no discussion under this item.

6.6 Examinations Working Group (EWG)

The Working Group has yet to meet.

6.7 TALQAC/TaLMET Working Group on Support Technology for Academic Honesty and other QA/IT Activities

The Working Group has yet to meet.

7 For Information

8 Other Business

There was no discussion under this item.

9 Next Meeting

The next TALQAC meeting will be held from 2:15-4:15 pm on Thursday 10 May 2007 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

The meeting closed at 3:40 pm.

Chair: *Sumner* Date: 23/5/07

DISTRIBUTION

Committee Members

Professor Lesleyanne Hawthorne - CHAIR
Professor Prem Bhalla
Professor Jeff Borland
Associate Professor Ray Misson
Ms Suzanne Daroesman
Professor Peter McPhee
Associate Professor Sue Elliott
Mr Paul Fijn
Ms Bree Ahrens
Professor Tony Goodwin
Professor Henry Jackson
Professor Richard James
Professor Alistair Moffat
Professor Pip Pattison
Ms Libby Buckingham
Professor Geoff Stevens
Professor Richard Huggins
Associate Professor Steven Holloway
Professor Mark Considine
Associate Professor Marilys Guillemin
Ms Sally Beattie
Mr Hubert Fong
Associate Professor Mark Crosby
Associate Professor Peter Tregloan

Observers

Associate Professor Su Baker
Ms Diana Harrison

In Attendance

Ms Kathy Menezes (Committee Secretary)

For Information

Mr Russell Hillbrich,
Mr Ian Marshman
Minutes Office, University Secretary's Department

Agenda (without attached papers) and confirmed minutes – electronic distribution

Ms Janet Beard
Mr Lachlan Cameron
Ms Suzanne Dixon
Mr Richard Frampton
Ms Linda O'Brien
Ms Elizabeth Capp
Mr Robert Northey
Ms Suzanne Parker

Mrs Joan Reese
Mr Neil Robinson
Dr Christopher Stewardson
Ms Lynne Wrouth
Ms Fiona Zammit