

**CONFIRMED**

**THE UNIVERSITY OF MELBOURNE**

**ACADEMIC BOARD**

**TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE**

**Meeting 3/09**

**MINUTES**

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15-4.15pm Thursday 30 April 2009 in the Jim Potter Room, Old Physics Building, The University of Melbourne, Parkville.

**PRESENT**

**Board Members**

Professor Leslyanne Hawthorne (Chair) (present for items A-G and I.1-I.2 only), Professor Camille Cameron, Ms Suzanne Daroesman, Professor Sue Elliott, Professor Saman Halgamuge, Dr Rebecca Ford, Associate Professor Marilys Guillemain (present for items A-L and Acting Chair for items H and I.3-L only), Professor Bill Harley, Professor Nick Haslam, Associate Professor Sandra Kentish, Professor Lynn Meek, Professor Ron Slocombe, Professor Geoff Stevens, Associate Professor Kim Watty, Professor Gillian Wigglesworth, Associate Professor Mary Wlodek and Professor Ian Woodrow.

**Others Attending**

Mr Tony Crooks (present for items H.1 and I.1 only), Ms Gemma Leigh-Dodds (present for items A-I.2 only), Ms Louise Dunn (present for items H.1 and I.1 only), Mr Douglas Proctor (present for items H.1 and I.1 only), Ms Karen Roe (Committee Secretary) and Ms Sue Sleep (present for items A-F and I.1-I.2 only).

**BUSINESS**

**A. Formal Matters**

**A.1 Apologies**

The Committee received apologies from Professor Prem Bhalla, Ms Elizabeth Capp, Mr Paul Coats, Ms Shaun Ewen, Ms Laura Harris, Ms Sarah Quek and Ms Teresa Tjia.

**A.2 Welcome**

The Chair noted that Mr Shaun Khoo was nominated by UMSU Inc as its second undergraduate student representative at TALQAC meetings.

**A.3 Attending**

Ms Gemma Leigh-Dodds attended in place of Ms Laura Harris. Mr Tony Crooks, Ms Louise Dunn and Mr Douglas Proctor attended the meeting for item G.1.

## **B. Minutes of the Previous Meeting**

Minutes of the previous meeting held on Thursday 12 March 2009 were adopted as a correct record by the committee.

## **C. Matters Arising from the Minutes**

### **C.1 Action Sheet**

The committee received and noted the action sheet.

## **D. University Reports**

### **D.1 Matters from the Provost's Office**

The committee received a verbal report from Professor Sue Elliott on the AUQA audit which will be conducted in May 2010 as part of the second cycle of the AUQA reviews. The University is to prepare a self-review portfolio, to be submitted in January 2010, which addresses two themes: internationalisation and the Melbourne Model as exemplified by Science programs. Committee members and students may be asked to meet with members of the AUQA audit panel.

## **E. Emerging Innovations**

The committee received from Professor Meek a verbal report about executive training programs which the L.H. Martin Institute for Higher Education Leadership and Management provides to international educators in association with the International Education Association of Australia.

## **F. Evaluation Cycle**

The committee received a verbal report from the Chair and approved a work plan for semester 2 2009 which will include:

- reviewing the purpose, scope, mode of delivery and communication strategy of the 'Quality of Teaching Survey' and preparation for a pilot online survey.
- focusing on future strategies for monitoring academic honesty.
- ongoing refinement, communication and implementation of the 'Guidelines for Evaluating Teaching and Learning Outcomes', and developing strategies for evaluation and quality assurance of breadth and student pathways.
- conduct a review of Dental Science (deferred from 2008) and a desk top course review of Physiotherapy.

## **G. Quality Measures**

### **G.1 International Quality Assurance Engagement**

Two discussions occurred in relation to the issue of international quality assurance. One addressed to what extent university staff/ faculties should provide their expertise in relation to quality assurance on a consultancy basis in response to institutions engaged in international capacity-building. (Given that requests are multiplying, how these should be managed and should staff/university time be recompensed? What should be the boundaries for any QA consultancy work undertaken? Further, how involved should TALQAC be in any such process?) The second discussion related to requests to secure quality assurance from the

university in association with the purchase or leasing of university curriculum. (Should quality assurance be a part of this process? If so, what level of quality assurance might be provided, and what should be the role of TALQAC?)

The committee discussed with Mr Tony Crooks (Melbourne International), Ms Louise Dunn (Melbourne Consulting and Custom Programs) and Mr Douglas Proctor (International Relations) the growing number of requests from international universities for expert quality assurance advice. The Chair reported verbally that international delegations, predominantly from Malaysia, Africa and the Middle East, visit the University of Melbourne to learn about quality assurance. The Faculties of Education, Economics and Commerce, and Medicine, Dentistry and Health Sciences receive the highest number of requests for consultancies. The University Planning Office (now part of Finance and Planning Group) is also frequently asked to advise on the University's annual planning and quality assurance cycle.

Mr Crooks advised there are benefits to be gained from such collaborative projects including raising the university profile, knowledge transfer and competing in the global educational market. He cautioned that staff must make clear their institutional affiliation and be realistic about the time and other resources required of these consultancies; that responses should be targeted to countries where the university wants to have a high profile; and that procedures should be developed to facilitate a common approach and costing across the faculties (with QA boundaries carefully defined). Melbourne International can moderate between the university and the international organisation in terms of the university's evaluation of whether the international organisation is using the curricula according to university expectations. Ms Dunn advised that Melbourne Consulting and Custom Programs can coordinate such consultancies including assessing the requirements, liaising with the other organisation, planning the resources and developing a written proposal and costing. Mr Proctor advised that the International Relations Office can provide advice on the international institution, its educational system and current curricula.

The committee undertook to receive and review proposals for international quality assurance engagement, should these require further consideration. However the committee would not oversee the implementation of any such consultancy, and they should be approached with caution.

## **G.2 Monitoring Academic Honesty**

The committee received and noted a newspaper article dated 5 April 2009 by Mr Mitchell Toy about university essays with plagiarised content. The university has a policy on academic honesty and is vigilant in checking for compliance with the policy. Disciplinary processes are in place to address incidences of plagiarism. Professor Stevens undertook to discuss with the Headstart coordinator the possibility of a leadership project on academic honesty.

## **H. Course Reviews**

### **H.1 ABP Review Panel**

The committee endorsed the report, 'Course Review – Architecture Building and Planning: 2008 Report of Follow-up Activities from 2007 Review of ABP Coursework Programs'. The report was received by the Academic Board at its meeting on 2 April 2009 and will be provided shortly to the ABP Faculty for

feedback. The Faculty is expected to provide a formal response to the recommendations made within the report and an action plan for the June meeting of TALQAC followed by a progress report for the November meeting.

## **H.2 Dental Science Review Panel**

The committee received from Professor Haslam a verbal report that the review of Dental Science will commence in semester 2 2009.

## **H.3 Engineering Review Panel**

The committee endorsed the report, 'Quality Review – Melbourne School of Engineering: Report'. The report was received by the Academic Board at its meeting on 2 April 2009 and will be provided shortly to the School for feedback. The School is expected to provide a formal response to the recommendations made within the report and an action plan for the June meeting of TALQAC followed by a progress report for the November meeting.

## **H.4 VCA Review Panel**

The committee received from Professor Wigglesworth a verbal report about the course review of the Victorian College of the Arts. There will be a meeting between the Dean and panel Chair on 15 May 2009 to discuss the draft review report. A revised report will be provided for the June meeting of TALQAC.

# **I. Working Groups**

## **I.1 Course Evaluation Strategy and Design Working Group**

The committee received and noted the draft 'Guidelines for Evaluating Teaching and Learning Outcomes' which had been prepared by members of the Course Evaluation Strategy and Design Working Group over the past year. The Working Group had been established in response to a request by Academic Board for TALQAC to develop a strategy for evaluating the Melbourne Model. As its first task, the working group had updated the guidelines for the TALQAC course reviews in semester 2 2008.

The new draft Guidelines, into which the course review guidelines have been incorporated, now include a chapter which articulates the responsibilities of the university, accountable officers and teaching staff in ensuring high quality teaching and learning and excellence of outcomes, and provides more comprehensive information on approaches to assessing the quality of teaching programs and graduate outcomes, and available data sources.

The committee endorsed and resolved to recommend to the Academic Board adoption of the 'Guidelines for Evaluating Teaching and Learning Outcomes', as a living document subject to ongoing review. Revised membership of the working group was approved for the next phase of development.

## **I.2 Quality of Teaching Advisory Group**

Professor Harley provided a verbal report on discussions by the working group on the Quality of Teaching. After having reviewed unfinished work from 2008 and assessing tasks for 2009, members had concluded there is sufficient ongoing work as well as a range of special tasks to suggest the working group should have some continuing status. It was proposed that an Advisory Group be established with

broad terms of reference to replace the task-based working group.

The committee approved the proposed terms of reference and membership of the Quality of Teaching Advisory Group, subject to the addition of an objective to develop a strategy for communication of policy and procedure to the University community, given the need to align policy with practice.

The Advisory Group will also contribute to the work of a separate working group, reporting to the Pro Vice-Chancellor (Teaching, Learning and Equity), Professor Sue Elliott, which is looking to introduce an online system for the Quality of Teaching survey by examining policy on the survey's purpose and use of data. Moving the survey online had been proposed by the Responsible Division Management project as part of the cost containment objectives.

### **I.3 TALQAC/TALDEC Working Group on Support Technology for Academic Honesty and Other QA/IT Activities**

Nil.

## **J. Other Committees**

### **J.1 Melbourne Model Committee**

The committee received from Professor Elliott a verbal update on matters that were discussed at the recent meeting of the Melbourne Model Committee including proposals for breadth subjects and pathways to honours and masters degrees. There are varying practices among faculties for accepting students with undergraduate degrees from other universities.

### **J.2 Academic Programs Committee**

It was noted the Academic Programs Committee had not met since the previous meeting of TALQAC, so there was no report under this item.

### **J.3 Teaching and Learning Development Committee**

It was noted the Teaching and Learning Development Committee had not met since the previous meeting of TALQAC, so there was no report under this item.

### **J.4 Policy and Procedures Working Group**

The committee received from Professor Stevens a verbal update on matters discussed at the recent meeting of the Policy and Procedures Working Group including policies on equivalency, accelerated entry and advanced standing.

### **J.5 Reports from Student Representatives**

Nil.

## **K. Other Business**

Nil.

## **L. Forthcoming Meetings**

The committee noted that forthcoming meetings will be held at 2.15-4.15pm Thursday 25 June, 13 August, 17 September, 22 October and 19 November 2009 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 3:50pm.

Signed by the Chair: \_\_\_\_\_ and dated: \_\_\_\_\_

## **DISTRIBUTION**

### **Committee Members**

Professor Leslyanne Hawthorne (Chair), Professor Prem Bhalla, Professor Camille Cameron, Ms Elizabeth Capp, Mr Paul Coats, Ms Suzanne Daroesman, Professor Sue Elliott, Mr Shaun Ewen, Dr Rebecca Ford, Associate Professor Marilys Guillemin (Deputy Chair and TALQAC nominee on TALDEC), Professor Saman Halgamuge, Professor Bill Harley, Ms Laura Harris, Professor Nick Haslam, Associate Professor Sandra Kentish, Mr Shaun Khoo, Professor Richard James, Professor Lynn Meek, Ms Sarah Quek, Mr Anwar Shah, Professor Ron Slocombe, Professor Geoff Stevens, Associate Professor Kim Watty, Professor Gillian Wigglesworth, Associate Professor Mary Wlodek and Professor Ian Woodrow

### **Observers**

Ms Teresa Tjia and Ms Sue Sleep

### **By Invitation**

Mr Tony Crooks, Ms Gemma Leigh-Dodds, Ms Louise Dunn and Mr Douglas Proctor

### **Committee Secretary**

Ms Karen Roe, Committee Secretary, University Secretary's Department, tel: 8344 7528, fax: 8344 6897, email: k.roe@unimelb.edu.au

### **For Information (confirmed minutes)**

Ms Elizabeth Capp, Ms Kris Day, Ms Mariann Fee, Mr Richard Frampton, Ms Sandra Gordon, Associate Professor Jenny George, Dr Anthony Grigg, Ms Sarah Griggs, Ms Diana Harrison, Ms Aileen Loi, Mr Ian Marshman, Mr Robert Northey, Ms Jane Prior, Mr Neil Robinson, Ms Marion Schoen, Dr Christopher Stewardson, Ms Teresa Tjia

### **File Copy**

Minutes Office, University Secretary's Department

## **REVIEW PANELS**

### **ABP Review Panel**

Professor Leslyanne Hawthorne (Chair), Mr Guy Edwards, Associate Professor Marilys Guillemin, Mr Shaun Khoo, Ms Sue Sleep, Mr Guy Edwards

### **Dental Science Review Group**

Professor Nick Haslam (Chair), Professor Prem Bhalla, Mr Anwar Shah

### **VCA Review Group**

Professor Gillian Wigglesworth (Chair), Associate Professor Steven Holloway, Professor Nikos Papastergiadis, Ms Sue Sleep, Mr Guy Edwards

### **Engineering Review Group**

Professor Leslyanne Hawthorne (Chair), Professor Camille Cameron, Professor Ken Gelder, Ms Sarah Quek, Associate Professor Mary Wlodek, Professor Bill Harley, and Professor Ian Woodrow. Ms Sue Sleep, Mr Guy Edwards

## **WORKING GROUPS**

### **Course Evaluation Strategy and Design Working Group**

Associate Professor Marilys Guillemain and Professor Leslyanne Hawthorne (Co-chairs), Ms Suzanne Daroesman, Mr Shaun Ewen, Dr Rebecca Ford, Professor Saman Halgamuge, Professor Nick Haslam, Professor Richard James, Dr Pat Mclean, Professor Lynn Meek, Ms Sarah Quek, Ms Sue Sleep, Associate Professor Kim Watty, Associate Professor Mary Wlodek, Professor Ian Woodrow, GSA representative, UMSU representative

### **Quality of Teaching Advisory Group**

Professor Bill Harley (Chair), Ms Suzanne Daroesman, Mr Clinton Golding, Associate Professor Marilys Guillemain, Professor Richard James, Mr Bill Jones, Dr Tai Peseta, Ms Sarah Quek, postgraduate coursework student representative

### **TALQAC/TALMET Working Group on Support Technology for Academic Honesty and Other QA/IT Activities**

Professor Richard James (Chair), Dr Alan Arnold, Mr Peter Jones, Associate Professor Jenny Lye, Ms Gillian Luck, Professor Philip Smith, Professor Liz Sonenberg