

CONFIRMED

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 6/04

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 12 August 2004 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Members

Professor Leon Sterling (Chair), Ms Gaby Bright, Professor Michael Bryan, Dr Mark Elgar, Professor Graham Hutchinson, Associate Professor Jenny Lye, Ms Claire McClelland, Professor Craig McInnis, Professor Peter McPhee, Professor Alistair Moffat, Dr Ann Roberts, Professor Loane Skene and Ms Jenny Stephens.

Observers

Professor Su Baker and Dr Anthony Griggs.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Professor Jeff Borland, Dr Mary Emison, Associate Professor Carol Johnston, Professor Terry Nolan, Associate Professor Peter Tregloan and Professor Doris Young.

1.2 New Members

The Committee welcomed new members, Professor Loane Skene and Ms Claire McClelland.

1.3 Attending

The Committee welcomed Dr Anthony Griggs, observer, and Ms Suzanne Daroesman as the nominee of Dr Mary Emison.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 10 June 2004 were confirmed as an accurate record.

3. Matters Arising from the Minutes

3.1 Action Sheet

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

Further discussion took place in regard to the following action items:

3.1.2 TALQAC Representation on TALMET

The Chair undertook to approach members to be the TALQAC representative on the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) for semester two 2004 if no volunteers come forward.

3.1.7 Examination Venue Conditions

The Committee discussed examination venue conditions, a matter that was initially raised at the May meeting in relation to the evaluation cycle report, 'Quality of Administrative Services for Students: Report of the 2003 Survey of Students Based at the Parkville Campus'. The Committee received and noted a letter dated 30 July 2004 from Dr Elgar to Mr Gerry Barretto raising concerns about conditions at the Royal Exhibition Building in Carlton where large examinations are conducted. The Chair requested that Dr Elgar report back to the Committee after a response has been received.

3.1.13 Reporting of Errors in Examinations

The Committee received a verbal report from Professor Moffat that he provided Student Administration with a draft letter for sending to Heads of Departments including the guidelines for reporting of errors in examination papers which were received at the May meeting of the Academic Board. The Chair requested that he report back to the Committee on the outcome of the implementation of the guidelines by Student Administration.

3.1.14 Quality of Administrative Services for Students

The Committee continued discussion of ways to highlight student feedback reports on the University website, a matter that was initially raised at the May meeting in relation to the evaluation cycle report, 'Quality of Administrative Services for Students: Report of the 2003 Survey of Students Based at the Parkville Campus'. Ms Stephens reported verbally that faculty websites and the student diary, rather than the 'Student Information Service' webpage, would be better locations for advice to students who participated in student surveys about where to read evaluation cycle reports. It was suggested that advice on University services in the student diary could be printed in another format and distributed to academic staff for information. Professor McPhee undertook to discuss ways to highlight student feedback reports on the University website at the next monthly meeting of Academic Board officers.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

The Committee received from Professor McPhee, as a member of the Quality Assurance and Accountability Committee (QAAC), a verbal report about current issues before QAAC. Preparations continue for the audit of the University by the Australian Universities Quality Agency (AUQA) in July 2005. The Committee received a document, 'The University of Melbourne's Portfolio for the Australian Universities Quality Agency (AUQA)', which was submitted to the Planning and Budgets Conference at Lindenderry in June 2004, and will be submitted to Council for approval at the end of 2004 and then to AUQA. Professor McPhee undertook to provide the members with another copy of the document for legibility, and requested the members send feedback by email. The University aims to monitor its quality assurance processes annually, rather than every five

years in response to auditing. Professor McPhee undertook to give a presentation to the Committee in February of March 2005 in preparation for the 2005 audit.

4.2 Academic Programs Committee

The Committee received from Professor Bryan, as Chair of the Academic Programs Committee (APC), a verbal report about current issues before the APC. Under the higher education reforms package, *Our Universities: Backing Australia's Future*, all Australian citizens, New Zealand citizens and holders of permanent visas will receive a Student Learning Entitlement providing them with access to a Commonwealth supported place for the equivalent of seven years of full time study. The APC discussed how compulsory and 0 point subjects should be counted toward the Student Learning Entitlement.

4.3 Melbourne University Private Committee

The Committee received from Professor Sterling, as a member of the Melbourne University Private Committee (MUPC), a verbal report about current issues before MUPC. The Graduate Certificate in Scientific Leadership was considered to be of comparable quality to courses of the same classification level offered by the University of Melbourne.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from the Chair, on behalf of Associate Professor Tregloan who is Chair of TALMET, a verbal report about current issues before TALMET. A forum was held on 13 July 2004 to demonstrate and discuss the commissioning and implementation of the Blackboard 6.0 Learning Management System.

4.5 Steering Committee for the Turnitin Trial

The Committee received from Professor McPhee, as Chair of the Steering Committee for the Turnitin Trial (SCTT), a verbal report about the progress of the SCTT. The members of the SCTT include the Chair of TALQAC or nominee, an academic staff member of the Faculty of Economics and Commerce and a senior staff member of the Information Division. Ms McClelland accepted membership as the undergraduate student representative.

Extensive negotiations were held with Turnitin.com due to student concerns about privacy and intellectual property, because the student submissions will be stored on an international database. The contract has been signed and a software administrator, Ms Anna Shadbolt, has been employed. The Committee received from Professor McPhee a paper, 'Outline of Pilot Program for "Turnitin" software, 2004'. A trial of the software will be conducted on a large, first-year subject in the Faculty of Economics and Commerce, and will be supervised by the SCTT. The Committee was advised that staff must obtain students' permission before using the software on student submissions until due notice has been placed in the student diary.

5. Review of Academic Programs 2004

5.1 Review Schedule

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

5.2 Correspondence

5.2.1 Memo to Deans of the Faculty of Arts and Faculty of Engineering, and Director of the Victorian College of the Arts

The Committee received and noted memoranda dated 15 June 2004 from the Chair to the Director of the Victorian College of the Arts (VCA), and the Deans of Arts and Engineering about the schedule for the review of undergraduate programs at the VCA, the Bachelor of Arts and postgraduate coursework programs in the Faculty of Engineering respectively.

5.2.2 Letter to External Academics

The Committee received and noted letters dated 29 July 2004 from the Chair and Professor Skene to Dame Janet Ritterman DBE, Professor Stephen Garton and Emeritus Professor Michael Brisk, the external academics, about arrangements for their participation in the review of undergraduate programs at the VCA, the Bachelor of Arts and postgraduate coursework programs in the Faculty of Engineering respectively.

5.3 Review Panel Appointments

5.3.1 Panel Review Briefing

The Committee received the 'Australian Universities Quality Agency: Audit Manual Version 2'. Professor Craig McInnis reported verbally on the briefing of review panels by the Centre for the Study of Higher Education and the University Planning Office about timelines, course data, report writing and audit techniques at 2.00-3.00pm Wednesday 14 July 2004. The Committee **resolved** to hold this panel review briefing annually as a refresher.

5.3.2 Bachelor of Arts: Briefing Sessions and Faculty Visit

The Committee received a memorandum dated 8 June 2004 from Dr Emison to the Dean of Arts with quantitative information on the Bachelor of Arts and Bachelor of Arts combined courses for the review. Professor Hutchinson reported verbally on the:

- a) briefing of the review panel by teaching staff of the Faculty of Arts about the structure of the Bachelor of Arts at 10.00-11.00am Thursday 1 July 2004,
- b) briefing of the Dean and General Manager of the Faculty of Arts by the review panel about the nature, purpose, limits and priorities of the review at 10.00-11.00am Monday 5 July 2004,
- c) visit to the Faculty of Arts by the review panel to conduct the review at 8.30am-2.00pm Monday 9 August 2004.

Professor Hutchinson thanked the Faculty of Arts and the University Planning Office for their organisation of and assistance with the review. He foreshadowed issues that will appear in the review report including the organisational structure of the faculty, amount of detail in the course descriptions, the absence of a compulsory major, copious paperwork required by APC for the annual cancellation of 350 subjects, assessment using a point central tendency, student feelings of isolation and lack of community, the importance of a faculty office as a contact point for students, and cross-communication problems experienced by combined degree students who interact with two faculty offices about the requirements of their combined degree. The external academic, Professor Stephen Garton, was essential in bringing an external perspective to the review.

5.3.3 Engineering Postgraduate Coursework Programs: Briefing Sessions and Faculty Visit

The Committee received a memorandum dated 8 June 2004 from Dr Emison to the Dean of Engineering with quantitative information on the postgraduate coursework programs in the Faculty of Engineering for the review. Dr Roberts reported verbally on the:

- a) briefing of the review panel by teaching staff of the Faculty of Engineering about the structure of Engineering postgraduate coursework programs at 11.00-12.00am Friday 2 July 2004,
- b) briefing of the Dean and General Manager of the Faculty of Engineering by the review panel about the nature, purpose, limits and priorities of the review at 10.00-11.00am Monday 12 July 2004,
- c) visit to the Faculty of Engineering by the review panel to conduct the review at 9.00am-2.30pm Tuesday 10 August 2004.

Dr Roberts thanked the Faculty of Engineering and the University Planning Office for their organisation of and assistance with the review. She foreshadowed issues that will appear in the review report including student selection, English proficiency and transition to and from university. Student and staff focus groups were well organised, balanced in composition and informative for the review panel. The external academic, Emeritus Professor Michael Brisk, was instrumental in helping the review panel to take a broad overview of University processes, particularly in questioning focus groups.

5.3.4 Victorian College of the Arts Undergraduate Programs: Briefing Sessions

The Committee received a memorandum dated 8 June 2004 from Dr Emison to the VCA Director with quantitative information on the undergraduate programs at the VCA for the review. Professor Moffat and Associate Professor Lye reported verbally on the:

- a) briefing of the review panel by VCA teaching staff about the structure of VCA undergraduate programs at 9.00-10.00am Tuesday 22 June 2004,
- b) briefing of the VCA Director and Manager by the review panel about the nature, purpose, limits and priorities of the review at 2.30-3.30pm Wednesday 23 June 2004.

The Committee **resolved** that one briefing should be held in 2005, rather than two as in 2004. It should combine the briefing of the review panel about the structure of the course under review, and the briefing of the Dean/Director and General Manager about the nature, purpose, limits and priorities of the review. The Committee further **resolved** to request that faculties organise separate staff focus groups for senior and junior staff members.

6. Evaluation Cycle and Student Administration Reports

6.1 Life After Graduation: Graduate Destination Survey 2003

The Committee received from the University Planning Office an evaluation cycle report, 'Life After Graduation: Graduate Destination Survey 2003'. Ms Daroesman reported verbally that circulation included secondary schools and University of Melbourne departments. The report appears on the University Planning Office website with a link to the Careers website. The 81.8% employment rate for 2003 Melbourne Bachelor graduates was lower than in 2002, reflecting the tougher labour market, but was still above the national average of 80.1%. The gross median annual salary of \$37,500 for Melbourne graduates was above the national average of \$37,150. The Chair undertook to consider

how to incorporate discussion of the UPO data releases into the Committee agenda.

7. Working Groups

7.1 Working Group on Minor Thesis

The Committee received from Ms Daroesman a verbal report about the progress of the Working Group on Minor Thesis. The 2004 survey of the quality of the learning experience for students undertaking a minor thesis (honours and postgraduate coursework) in all faculties will be conducted in September/October 2004, and outcomes will be released in 2005.

7.2 Working Group on Assessment

The Committee received and noted the 'Summary of Reports and Consolidated Recommendations' by the TALQAC Working Group on Assessment, APC Working Group on Assessment Parameters and Course Work Loads, and TALMET Working Group on On-line Assessment that was sent to the June meeting of the Academic Board. The Chair verbally reported that a working group had been established to oversee the implementation of the recommendations as per target 3 of the University's 'Teaching and Learning Management Plan' which is to "ensure that modes of assessment are making an effective contribution to the quality and standards of learning outcomes".

7.3 Working Group on Intellectual Property in Undergraduate Courses

The Committee received from the Chair a verbal report about the progress of the Working Group on Intellectual Property in Undergraduate Courses. A work plan has been formulated and the next meeting will be held on Thursday 20 August 2004.

7.4 Working Group on TALQAC Processes

The Committee received from Dr Elgar a verbal report about the progress of the Working Group on TALQAC Processes. A meeting will be scheduled soon. The Committee requested that Dr Elgar include in the terms of reference a point about ways to make evaluation cycle reports available to students.

8. Other Business

8.1 Carrick Institute for Learning and Teaching in Higher Education

The Committee received from Professor McPhee a tabled media release dated 11 August 2004, 'New Carrick Institute for Learning and Teaching in Higher Education'. The Institute was formed by Hon Dr Brendan Nelson MP, Minister for Education, Science and Training, as part of the higher education reforms package, *Our Universities: Backing Australia's Future*. It will be based in Melbourne with responsibilities for monitoring good practice, professional development, innovation and academic standards in learning and teaching.

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 9 September 2004 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.00pm.

DISTRIBUTION

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
Professor Jeff Borland, Head, Department of Economics
Ms Gaby Bright, University of Melbourne Postgraduate Association
Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law
Dr Mark A. Elgar, Associate Professor, Department of Zoology
Dr Mary R. Emison, Director, University Planning Office
Professor Mary-Jane Gething, 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
Ms Claire McClelland, MU Student Union Ltd
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
Mr John Osborn, Education Officer, MU Student Union Ltd
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, and Head of the School of Behavioural Science
Dr Ann Roberts, Associate Professor, Department of Physics
Professor Loane Skene, President of the Academic Board, Law School
Ms Jenny Stephens, Director, Academic Services (Student Programs)
Associate Professor Peter Tregloan, School of Chemistry
Professor Johanna Wyn, Head, Education Policy and Management
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
Dr Anthony Griggs, Academic Registrar, Victorian College of the Arts
Ms Maddy McMaster, General Manager, Faculty of Education

By Invitation

Unconfirmed minutes – electronic distribution

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

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 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 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
Mr Neil Robinson, General Manager, Faculty of Architecture, Building and Planning
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
Director, Melbourne Business School - tba

FOR INFORMATION

Review Panel Members

Review Panel for the Bachelor of Arts

Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering, The University of Melbourne (Chair)
Professor Jeff Borland, Head, Department of Economics, The University of Melbourne
Ms Gaby Bright, University of Melbourne Postgraduate Association, The University of Melbourne
Professor Stephen Garton, Dean, Faculty of Arts, The University of Sydney
Mr Bill Jones, Planning Analyst, University Planning Office, The University of Melbourne
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, and Head of the School of Behavioural Science
Professor Leon Sterling, Department of Computer Science and Software Engineering, The University of Melbourne

Review Panel for Victorian College of the Arts undergraduate programs

Professor Terry Nolan, Head, School of Population Health, The University of Melbourne (Chair)
Associate Professor Jenny Lye, Department of Economics, The University of Melbourne
Professor Alistair Moffat, Department of Computer Science and Software Engineering, The University of Melbourne
Mr John Osborn, Education Officer, MU Student Union Ltd, The University of Melbourne
Professor Loane Skene, President of the Academic Board, Law School, The University of Melbourne
Dame Janet Ritterman DBE, Director, Royal College of Music, London
Ms Sue Sleep, Project Officer, University Planning Office, The University of Melbourne
Ms Jenny Stephens, Director, Academic Services (Student Programs), The University of Melbourne

Review Panel for Engineering postgraduate coursework programs

Dr Ann Roberts, Associate Professor, Department of Physics, The University of Melbourne (Chair)
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association, The University of Melbourne
Emeritus Professor Michael Brisk, Department of Chemical Engineering, Monash University
Professor Michael Bryan, Chair, Academic Programs Committee, Law School, The University of Melbourne
Ms Sue Sleep, Project Officer, University Planning Office, The University of Melbourne
Professor Johanna Wyn, Head, Education Policy and Management, The University of Melbourne
Professor Doris Young, Department of General Practice, The University of Melbourne

Working Group Members

Working Group on Assessment

Professor Craig McInnis, Director, Centre for the Study of Higher Education (Chair)
Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts
Associate Professor Joy Damousi, Department of History

Ms Agnes Dodds, Faculty Education Unit, Faculty of Medicine, Dentistry and Health Sciences
Dr Carole Hooper, Centre for the Study of Higher Education
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce
Professor Garry Marchant, Deputy Dean, Faculty of Economics and Commerce
Professor Leon Sterling, Department of Computer Science and Software Engineering

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 Claire McClelland, 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

Dr Mary Emison, Director, University Planning Office (Chair)
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association
Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office
Professor Barbara Evans, Dean, School of Graduate Studies
Associate Professor Cathy Falk, Deputy Dean, Faculty of Music
Professor Craig McInnis, Director, Centre for the Study of Higher Education

Working Group on TALQAC Processes

Dr Mark A. Elgar, Associate Professor, Department of Zoology (Chair)
Dr Mary Emison, Director, University Planning Office
Associate Professor Jenny Lye, Department of Economics
Professor Craig McInnis, Director, Centre for the Study of Higher Education

Signed by the Chair: _____ and dated: _____