

**CONFIRMED**

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

**Meeting 7/05**

**MINUTES**

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 11 August 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne (the University), Parkville.

**PRESENT**

**Committee Members**

Professor Leon Sterling (Chair), Associate Professor Prem Bhalla, Professor Michael Bryan, Ms Suzanne Daroesman, Mr Paul Donegan, Professor Mark Elgar, Professor Patrick Griffin, Professor Alun Jackson, Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Peter McPhee, Professor Alistair Moffat, Ms Susanne Munro, Professor Loane Skene and Mr William Watson.

**Observers**

Nil.

**By Invitation**

Ms Judith Heron.

**In Attendance**

Ms Karen Roe (Committee Secretary).

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

The Committee received apologies from Professor Jeff Borland, Professor Glenn Browning, Associate Professor Sue Elliott, Ms Jenny Stephens, Associate Professor Peter Tregloan and Professor Doris Young.

**1.2 Membership**

The Committee congratulated Professor Elgar on his promotion to Professor and Mr Watson on his election to President of the University of Melbourne Postgraduate Association.

### **1.3 Attending**

The Committee welcomed Ms Heron to the meeting as Ms Stephen's nominee.

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

Minutes of the previous meeting held on Thursday 7 July 2005 were confirmed as an accurate record.

## **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 item:

#### **3.1.15 Quality of Research Supervision and Academic Support**

The Committee received the terms of reference for the Research and Research Training Committee and noted these include quality assurance of research programs, but do not specify whether this covers research supervision. It was noted that Mr Watson's delivery of a short, verbal overview of the evaluation cycle report, 'Quality of Research Supervision and Academic Support 2004', to the Academic Board has been deferred until the August meeting.

## **4. Other Committees**

### **4.1 Quality Assurance and Accountability Committee**

The Committee received from Professor McPhee a verbal report about matters discussed at the recent meeting of the Quality Assurance and Accountability Committee. The Chair and Associate Professor Bhalla, as TALQAC representatives, will meet at 1.30-2.00pm Tuesday 16 August 2005 with representatives of the Australian Universities Quality Agency (AUQA) during the audit of the University. Other members of TALQAC will meet with AUQA as representatives of University departments, student groups and other committees.

### **4.2 Academic Programs Committee**

The Committee received from Professor Bryan a verbal report about matters discussed at the recent meeting of the Academic Programs Committee (APC). A draft paper, 'Processes and Penalties for Academic Misconduct: Plagiarism and Collusion', was discussed. TALQAC will receive this document at its September meeting. APC approved a pilot project by the Office for Environmental Programs, initially in two faculties, which will involve marking all subjects with recognised environmental objectives in their learning descriptions with a 'green leaf' in hardcopy handbooks and on websites.

### **4.3 Melbourne University Private Committee**

This Committee received from the Chair a verbal report about matters discussed at the recent meeting of the Melbourne University Private Committee (MUPC). On the basis of a quality assurance review conducted by the MUPC, the Graduate Certificate in Art Authentication was deemed to be of comparable quality to courses of the same classification level offered by the University.

### **4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee**

The Committee received from Associate Professor Johnson a verbal report about matters

discussed at the recent meeting of the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET). The pilot of the learning management system, 'Blackboard 6.0', is underway. The library is providing an advisory service to students, and there is a help desk to deal with issues that cannot be resolved by the library. Student queries are often raised with faculty staff in the first instance. Twenty to thirty calls from staff requesting support are being received per day. The On-line Subjects Working Group submitted a report to TALMET outlining procedures for staff wishing to develop on-line teaching.

## **5. Teaching and Learning Performance Fund**

The Committee received email correspondence dated 3 August 2005 from Mr Conor King to Professor McPhee about the panel membership and funding allocation 2006 for the Learning and Teaching Performance Fund (approximately \$54 million). The panel will assess the University's performance using seven indicators covering student satisfaction, graduate outcomes and success in academic programs. These indicators will be adjusted according to factors such as campus location, and gender and disadvantage of its students. Using these indicators, a report in *The Australian* newspaper placed the University of Melbourne at third place nationally.

## **6. Course Reviews**

### **6.1 Review Schedule**

The Committee received the updated 'Course Reviews: Schedule 2005' for the 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. It was requested the faculty briefing be extended to 90 minutes and that travelling time to external campuses be calculated in the review appointments next year.

### **6.2 Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and Combined Degrees**

#### **6.2.1 Review Panel Appointments**

The Committee received from Professor McInnis a verbal report about the briefing held at 9.00am Tuesday 19 July 2005 in the Faculty of Engineering between the review panel and teaching staff about the structure of the courses, and between the Dean, General Manager and review panel about the nature, purpose, limits and priorities of the review. The Faculty is considering future directions and preparing for change as the result of external review and accreditation of its courses.

#### **6.2.2 Course Profiles**

The Committee received a memorandum dated 6 July 2005 from Mr Michael Beaton-Wells with attached course profile document containing quantitative information about the Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and Combined Degrees.

### **6.3 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**

#### **6.3.1 Review Panel Appointments**

The Committee received from Associate Professor Carol Johnston a verbal report about the briefing held at 11.00am Wednesday 13 July 2005 in the Faculty of Education between the review panel and teaching staff about the structure of the courses, and between the Dean, General Manager and review panel about the nature, purpose, limits and priorities of the review. The Faculty is undertaking internal evaluation and rationalisation of its courses.

#### **6.3.2 Course Profiles**

The Committee received a memorandum dated 6 July 2005 from Mr Michael Beaton-Wells with attached course profile document containing quantitative information about 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.

### **6.4 Bachelor of Veterinary Science and Bachelor of Animal Science**

#### **6.4.1 Review Panel Appointments**

The Committee received from Professor Alistair Moffat a verbal report about the briefing held at 10.00am Monday 8 August 2005 in the Faculty of Veterinary Science between the review panel and teaching staff about the structure of the courses, and between the Dean, General Manager and review panel about the nature, purpose, limits and priorities of the review.

#### **6.4.2 Course Profiles**

The Committee received a memorandum dated 6 July 2005 from Mr Michael Beaton-Wells with attached course profile document containing quantitative information about the Bachelor of Veterinary Science and Bachelor of Animal Science.

### **6.5 Economics and Commerce Postgraduate Coursework Programs**

#### **6.5.1 Review Panel Appointments**

The Committee received from Professor Patrick Griffin a verbal report about the briefings held at 11.00am Tuesday 12 July 2005 in the Faculty of Economics and Commerce between the review panel and teaching staff about the structure of the courses, and between the Dean, General Manager and review panel about the nature, purpose, limits and priorities of the review. The Faculty is experiencing large growth in student numbers.

#### **6.5.2 Course Profiles**

The Committee received a memorandum dated 6 July 2005 from Mr Michael Beaton-Wells with attached course profile document containing quantitative information about Economics and Commerce postgraduate coursework programs.

## **6.6 Review Reports 2004**

### **6.6.1 Bachelor of Arts**

The Committee received the final report on the review of the Bachelor of Arts conducted in 2004.

### **6.6.2 Victorian College of the Arts Undergraduate Programs**

The Committee received the final report on the review of the Victorian College of the Arts Undergraduate Program conducted in 2004.

### **6.6.3 Engineering Postgraduate Coursework Programs**

The Committee received the final report on the review of the Engineering Postgraduate Coursework Programs conducted in 2004.

## **6.7 Department of Paediatrics Operational Plan: Evaluation of the Child and Adolescent Health Course**

The Committee received a 'Report on the Evaluation of Child and Adolescent Health Course 2003-2005' which was written by the Department of Paediatrics for inclusion in its operational plan, and **resolved** to forward the report to the Academic Board as an example of good practice in departmental, quality assurance processes.

## **7. Evaluation Cycle and Student Administration Reports**

### **7.1 Errors in Examination Papers**

The Committee received a memorandum dated 21 July 2005 from Mr Gerry Barretto to the Secretary about errors in examination papers during the examination period in June 2005. The error rate for that semester was the lowest recorded since these reports commenced in semester 1 1998.

### **7.2 Academic Misconduct**

The Committee received email correspondence dated 25 July 2005 from Ms Pauline Aikman advising the University plagiarism website had been updated. It was agreed that academic staff and staff of the Academic Services Division should recommend, and the President of the Academic Board should authorise, the content of the website. The Committee requested biannual reports from the Turnitin Administrator, Information Division, about usage of the website. The Committee agreed that incidents of plagiarism should be included in a student's electronic record on Merlin, but not on their academic transcript.

## **8. Working Groups**

### **8.1 Assessment Implementation Working Group**

This item was deferred until the next meeting.

### **8.2 Working Group on Communication Issues and Combined Degrees**

The Committee received from Professor Bryan a verbal report about the progress of the Working Group on Communication Issues and Combined Degrees. Responses have been received to a letter sent to General Managers and Program Managers initiating discussion about communication problems between faculties and between faculties and students enrolled in combined degrees for the provision of course advice. Ms Daroesman undertook to send to Professor Bryan student feedback about combined degrees from the

evaluation cycle surveys.

### **8.3 Working Group on Examination Conditions and Processes**

This item was deferred until the next meeting.

### **8.4 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. Ms Julie Rodman has undertaken to write for the Working Group a paper about commercialisation activities at the University.

### **8.5 Working Group on TALQAC Processes**

This item was deferred until the next meeting, because the Working Group on TALQAC Processes had not met recently.

## **9. Other Business**

Nil.

## **10. Next Meeting**

The Committee noted the next meeting will be held at 2.15pm Thursday 8 September 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 3.20pm.

## **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

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

Professor Mark Elgar, Department of Zoology

Associate Professor Sue Elliott, Assistant Vice Chancellor (Teaching, Learning and Equity) and Director, Faculty Education Unit, Faculty of Medicine, Dentistry and Health Sciences

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, 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, Interim Student Representative Council

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

Professor Loane Skene, President of the Academic Board; Pro Vice-Chancellor, Professor, Faculty of Law,  
Faculty of Medicine, Dentistry and Health Sciences, Program Director, Ethics of Biotechnology, Centre for  
Applied Philosophy and Public Ethics (CAPPE), and Deputy Director, Centre of Law and Genetics  
Ms Jenny Stephens, Director, Academic Services (Student Programs)  
Associate Professor Peter Tregloan, School of Chemistry  
Mr William Watson, President, University of Melbourne Postgraduate Association  
Professor Doris Young, Head, Department of General Practice  
One postgraduate student nominated by the President of the University of Melbourne Postgraduate Association -  
vacant

### **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

### **By Invitation**

*Do not receive unconfirmed minutes*

Ms Judith Heron, Manager, International Student Services

### **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  
Associate Professor Jennifer George, Associate Dean (Award Programs), Melbourne Business School  
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  
Ms Suzanne Parker, Manager, Academic Policy and Planning, Faculty of Law  
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 Lynne Wrout, General Manager, Faculty of Arts  
Ms Fiona Zammit, General Manager, School of Graduate Studies

## **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, Policy Adviser to the Deputy Vice-Chancellor (Academic) - CHAIR

Professor David Abramson, Department of Computer Science and Software Engineering, Monash University  
Mr Michael Beaton-Wells, Acting Director, University Planning Office (from January-July 2005 as the representative of the University Planning Office)

Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law

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

Mr Bill Jones, Planning Analyst, University Planning Office, The University of Melbourne (from August-December 2005 as the representative of the University Planning Office)

Associate Professor Jenny Lye, Department of Economics

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

*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

Mr Michael Beaton-Wells, Acting Director, University Planning Office (from January-July 2005 as the representative of the University Planning Office)

Mr Peter Beilby, Manager, Financial Aid and Operations, Advisory Services (for September 2005 as the nominee of Ms Jenny Stephens)

Professor Glenn Browning, Professor in Veterinary Microbiology, Department of Veterinary Science

Dr Mark A Elgar, Associate Professor, Department of Zoology

Ms Judith Heron, Manager, International Student Services (for August 2005 as the nominee of Ms Jenny Stephens)

Mr Bill Jones, Planning Analyst, University Planning Office, The University of Melbourne (from August-December 2005 as the representative of the University Planning Office)

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) (for January-July and October-December 2005)

*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 Michael Beaton-Wells, Acting Director, University Planning Office

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, Pro Vice-Chancellor, Professor, Faculty of Law, Faculty of Medicine, Dentistry and Health Sciences, Program Director, Ethics of Biotechnology, Centre for Applied Philosophy and Public Ethics (CAPPE), and Deputy Director, Centre of Law and Genetics

Associate Professor Peter Tregloan, School of Chemistry

One postgraduate student nominated by the President of the University of Melbourne Postgraduate Association - vacant

*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

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

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, President, University of Melbourne Postgraduate Association

## **Working Groups Members**

### *Assessment Implementation Working Group*

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

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

Dr Richard James, Associate Professor and Acting Director, Centre for the Study of Higher Education, and Associate Dean, School of Graduate Studies  
Mr Peter Jones, Multi-Media Coordinator, Law School  
Dr Michelle Livett, Associate Dean (Academic Programs), School of Physics  
Ms Claire McClelland, Undergraduate Student, Interim Student Representative Council  
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, Interim Student Representative Council  
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

*Working Group on Examination Conditions and Processes*

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

*Working Group on Intellectual Property*

Professor Leon Sterling, Department of Computer Science and Software Engineering - CHAIR  
Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering  
Ms Patricia Oman, Undergraduate Student, Interim Student Representative Council  
Ms Julie Rodman, Manager, Multimedia Licensing & Technology Contracts, Research and Innovation Office  
Associate Professor Peter Tregloan, School of Chemistry

*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  
Associate Professor Jenny Lye, Department of Economics  
Professor Craig McInnis, Policy Adviser to the Deputy Vice-Chancellor (Academic)  
Professor Alistair Moffat, Department of Computer Science and Software Engineering

Signed by the Chair: LSterling and dated: 7/9/05