

**THE UNIVERSITY OF MELBOURNE**  
**TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE**  
**MEETING 1/03**

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 6 February 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

**Present**

Professor Brian Galligan (Chair), Professor Margaret Britz, Professor Andrew Christie, Dr Mark A Elgar, Dr Richard James, Professor Craig McInnis, Professor Peter McPhee, Mr Nick Melchior, Professor Alistair Moffat, Professor Terry Nolan, Professor Field Rickards, Dr Ann Roberts, Ms Jenny Stephens, Mr Lachlan Williams, Professor Johanna Wyn, Professor Doris Young.

**Apologies**

Dr Mary R. Emison, Associate Professor Ken Gelder, Professor Kwong Lee Dow, Professor Leon Sterling.

**In Attendance**

Associate Professor Su Baker, Ms Karen Roe (Committee Secretary).

**BUSINESS**

**1. Formal Matters**

**1.2 Membership**

The Chair noted new members for 2003, Professor Andrew Christie, Professor Alistair Moffat, Professor Terry Nolan, Dr Ann Roberts, Associate Professor Peter Tregloan, Professor Johanna Wyn, Mr Lachlan Williams, Mr Nick Melchior, Mr Scott Crawford, Mr Alexander Lew, and observer, Associate Professor Su Baker.

**2. Minutes**

**2.1 Minutes of the Previous Meeting**

The minutes of meeting 9/02 held on Thursday 7 November 2002 were confirmed, subject to an amendment to item 7.2 to reflect the correct title of Dr Paul Gruba.

**3. Matters Arising**

**3.1 Action Sheet**

The Committee reviewed the action sheet from the previous meeting. Discussion took place with regard to the following item:

**3.1.3 Plagiarism Detection Software**

The Committee received a verbal report from Professor Peter McPhee on the electronic plagiarism detection software, Advanced Student Electronic Submission System (ASESS) with Computer Operated Plagiarism IdentifiCation Tool

(COPICAT), which was demonstrated at the previous meeting. A trial of the software will be undertaken in 2003 on work submitted by students at this university.

The Committee noted that rules concerning plagiarism are not printed in the student diary, but the Compliance Office has developed a statement on plagiarism that will be disseminated across the university.

#### **4. Teaching and Learning Management Plan**

The Committee received a paper, 'Priorities and Actions for Teaching and Learning' taken from the 'Teaching and Learning Management Plan', as well as a tabled copy of the complete publication. Professor Peter McPhee reported the Committee will be audited on its performance against these objectives. The Committee discussed the objectives set out in the plan which pertain to TALQAC. For strategy 2 of the plan, the Committee discussed the possibility of stream lining the Faculty reviews by assessing more than one course at a time, following the successful completion of the pilot review of the Bachelor of Commerce in 2002. Professor McPhee undertook to draft a template for the 2003 faculty reviews for discussion at the next meeting.

#### **5. University Planning and Accountability Cycle**

The Committee received a paper on the University of Melbourne Planning and Accountability Cycle. Professor Peter McPhee reported that every department in the university will be involved in the self-assessment process, including the Academic Board and its committees. An external agency, the Australian University Quality Agency, may conduct an audit of this process in 2004. The criteria for self-assessment reflect the eight goals and strategies of the Melbourne agenda. The Committee revisited its terms of reference. Professor McPhee undertook to draft a plan for the Committee's self-assessment process for discussion at the next meeting.

The Committee discussed the self-assessment process in faculties, particularly performance against the objective of linking the development of graduate attributes to vocational outcomes. Professor McPhee undertook to show the Committee a draft proforma for self-assessment in faculties at the next meeting.

#### **6. Performance of First Year Engineering Students**

The Committee received and noted a report prepared by Professor Moshe Zuckerman on the performance of first year students in the Bachelor of Engineering which was forwarded by the Selection Procedures Committee for information. The report noted the likelihood of failing some component of the first year course increases where a student had a low ENTER. The Committee noted Professor Zuckerman's argument that minimum entrance level must be kept high to avoid failures, but discussed other factors that may affect the failure rate, such as the level of support for students at risk, quality of teaching, number of English as a Second Language students in the course, and grading practices in Engineering compared to other faculties.

#### **7. Errors in Examination Papers for Semester 2, 2002**

The Committee received a report with statistical data on errors in examination papers for semester 2, 2002, and noted the error rate for that semester was one of the lowest reported.

#### **8. Working Groups**

##### **8.1 Working Group on Minor Thesis**

The Committee received a verbal report from Professor Craig McInnis on the progress of the Working Group on Minor Thesis. Dr Mary Emison and Ms Suzanne Daroesman will

this year conduct a trial run of the questionnaire on the quality of the learning experience for postgraduate students completing a minor thesis by coursework.

### **8.2 Working Group on QOT Survey Questions**

The Committee received a report from the Working Group on Quality of Teaching Survey Questions, including revised text for the QOT survey questionnaire. The Committee endorsed the revised questionnaire, which has been discussed by the Academic Board Officers and Senior Executive, and agreed to recommend it to the Academic Board and Planning and Budget Committee.

The Chair thanked the Working Group on the Quality of Teaching Survey Questions for completion of its work.

### **8.3 Working Group on Field Placements**

The Committee received a verbal report from Professor Brian Galligan on the progress of the Working Group on Field Placements. Templates and documents to guide supervisors and students in best practice for field placements have been completed by the Compliance Office. The working group will conclude its work in a few months.

### **8.4 Working Group on Assessment**

The Committee received a verbal report from Professor Craig McInnis on the progress of the Working Group on Assessment. A meeting of the working group was held in December 2002, and the next meeting is scheduled for 26 February 2003. The working group will review best practice in assessment, and draw upon the experiences of the University of New South Wales and Monash University who are in the process of conducting, or have conducted, similar reviews. The terms of reference will be revised, and a draft report will be ready in mid 2003.

## **9. Other Business**

Nil.

## **10. Next Meeting**

The next meeting will be held at 2.15pm Thursday 6 March 2003 in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.05pm.

## **DISTRIBUTION**

### **Members**

Professor Brian Galligan, Head, Department of Political Science (Chair)  
Professor Margaret Britz, Head, Gilbert Chandler Institute of Land and Food Resources  
Professor Andrew Christie, Law School  
Mr Scott Crawford, President, Melbourne University Student Union  
Dr Mark A Elgar, Associate Professor, Department of Zoology  
Dr Mary R. Emison, Director, University Planning  
Associate Professor Ken Gelder, Director of Research, English with Cultural Studies  
Dr Richard James, Associate Professor, Centre for the Study of Higher Education  
Professor Kwong Lee Dow, Deputy Vice-Chancellor (Students and Staff)  
Mr Alexander Lew, Education Officer, Melbourne University Student Union  
Professor Craig McInnis, Director, Centre for the Study of Higher Education (Deputy Chair)  
Professor Peter McPhee, President of the Academic Board, Department of History  
Mr Nick Melchior, Research Education Officer, University of Melbourne Postgraduate Association  
Professor Alistair Moffat, Department of Computer Science and Software Engineering

Professor Terry Nolan, Head, School of Population Health  
Professor Field Rickards, Vice-President of the Academic Board, Department of Learning and Educational Development  
Dr Ann Roberts, Department of Physics  
Ms Jenny Stephens, Director, Academic Services (Student Programs)  
Professor Leon Sterling, Department of Computer Science and Software Engineering  
Associate Professor Peter Tregloan, School of Chemistry  
Mr Lachlan Williams, President, University of Melbourne Postgraduate Association  
Professor Johanna Wyn, Head, Department of Education Policy and Management  
Professor Doris Young, Department of General Practice

### **In Attendance**

Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts  
Ms Karen Roe, Committee Secretary, Central Secretariat (x47528, k.roe@unimelb.edu.au)

### **For Information**

#### *Complete papers*

Mr Russell Hillbrich, General Manager, Student Administration  
Mr Ian Marshman, Senior Vice-Principal  
Central Records, University Secretary's Department

#### *Agenda (without attached papers) and confirmed minutes*

Ms Janet Beard, General Manager, Institute of Land and Food Resources  
Ms Elizabeth Capp, General Manager, Faculty of Architecture, Building and Planning  
Ms Suzanne Dixon, General Manager, Faculty of Economics and Commerce  
Ms Helen Hayes, Vice-Principal (Information)  
Ms Elizabeth Lightfoot, General Manager, Faculty of Veterinary Science  
Ms Lin Martin, Vice-Principal and Academic Registrar  
Mr Darrell Mead, General Manager, Faculty of Medicine, Dentistry and Health Sciences  
Mr Robert Northey, General Manager, Faculty of Music  
Ms Maddy McMaster, General Manager, Faculty of Education  
Ms Joan Reese, General Manager, Faculty of Engineering  
Professor Paul Rizzo, Director, Melbourne Business School  
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

#### *Confirmed minutes*

Ms Lin Martin, Vice-Principal and Academic Registrar