

CONFIRMED

THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 1/05
MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 10 February 2005 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Committee Members

Professor Leon Sterling (Chair), Associate Professor Prem Bhalla, Professor Jeff Borland (for items 1-7.6, 9.1-9.5 only), Professor Glenn Browning, Professor Michael Bryan, Dr Mary R. Emison (for items 1-7.6, 9.1-9.5 only), Professor Patrick Griffin (for items 1-7.6, 9.1-9.5 only), Professor Alun Jackson, Dr Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Peter McPhee, Professor Alistair Moffat, Ms Susanne Munro, Professor Loane Skene (for items 1-5.2 only), Ms Jenny Stephens (for items 1-7.6, 9.1-9.5 only), Associate Professor Peter Tregloan, Mr William Watson (for items 1-9.5 only) and Professor Doris Young (for items 1-7.6, 9.1-9.5 only).

Observers

Nil.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Su Baker, Mr Paul Donegan, Dr Mark Elgar, Professor Alun Jackson and Professor Pip Pattison.

1.2 Membership

The Committee welcomed new members, Associate Professor Prem Bhalla, Professor Glenn Browning, Professor Patrick Griffin and Ms Susanne Munro.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 11 November 2004 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 items:

3.1.8 Engineering Postgraduate Coursework Programs: ESL Prerequisite

The Committee received email correspondence between the TALQAC Secretary and the Secretary of the Student Entry Pathways Sub-Committee (SEPSC) dated 12 October and 23 December 2004 in response to the TALQAC review panel's recommendation that consideration be given to the predictive status of the ESL prerequisite in Engineering, and whether discretion at faculty level to consider other evidence was desirable. The Committee requested from SEPSC further information about the available data mentioned in the email as not showing a strong correlation between IELTS score and subsequent performance, as well as ongoing monitoring of the ESL prerequisite in Engineering by SEPSC.

3.1.9 Bachelor of Arts: Staff Support to Maintain Programs Developed Through ICT Related Grants

The Committee received email correspondence between the TALQAC Secretary and the Secretary of the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) dated 12 October 2004 and 31 January 2005 in response to the TALQAC review panel's recommendation that support be provided to Faculty of Arts staff to maintain programs developed through ICT related grants. Associate Professor Tregloan reported verbally that TALMET will discuss the issue with faculties when conducting faculty visits this year. The Committee **resolved** to discuss new initiatives with faculties during its review of academic programs this year.

4. TALQAC Terms of Reference and Responsibilities

The Committee received its terms of reference, selected pages from the 'Teaching and Learning Management Plan 2005', selected pages from the 'Disability Action Plan 2004-2007', as well as tabled copies of the complete 'Teaching and Learning Management Plan 2005'. The Committee noted the priorities and actions for teaching and learning that pertain to TALQAC. The Secretary was requested to place on the next agenda an item about the outcome of recommendations made in the course review reports and working group reports, and place on the November agenda each year the 'Teaching and Learning Management Plan'.

5. Other Committees

5.1 Quality Assurance and Accountability Committee

The Committee received from Professor McPhee a verbal report that Quality Assurance and Accountability Committee (QAAC) is preparing for the audit by the Australian Universities Quality Agency (AUQA) on 14-19 August 2005, as well as the departmental audits later in the year.

5.2 Academic Programs Committee

The Committee received from Professor Bryan verbal advice that there are two areas requiring coordination between the Academic Programs Committee and TALQAC: the Working Group on Combined Degrees and another potential working group to review generic skill statements.

5.3 Melbourne University Private Committee

This item was deferred until the next meeting, because the Melbourne University Private Committee had not held a meeting recently.

5.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Tregloan a verbal report about current issues before TALMET. A presentation was received from Dr Paul Fritz and Associate Professor Som Naidu about the way academic staff report on activities in educational literature. An implementation plan for the learning management system, 'Blackboard', has been drafted. Support co-ordinators have been appointed, and faculty visits will be conducted to assist full implementation by 2006.

5.5 Steering Committee for the Turnitin Trial

The Committee received the 'Pilot of Turnitin Plagiarism Detection Software: Information Division: Project Status Report 2'. A trial was conducted on the summer school, and results will be known in late February. A decision about whether to renew the licence for the software will be made in mid 2005. Expectations of staff who will implement Turnitin, as well as intellectual property, feedback and privacy of students were discussed.

6. Review of Academic Programs

6.1 Review Schedule

The Committee received a schedule for the review of academic programs in 2005, and **resolved** to review all undergraduate programs within a faculty at one time, rather than review these over successive years. Therefore in 2005, the Committee will review:

- a. Bachelor Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and combined degrees (Engineering),
- b. 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),
- c. Bachelor of Veterinary Science and Bachelor of Animal Science (Veterinary Science),
- d. Economics and Commerce postgraduate coursework programs.

Like last year, the faculty visits will be scheduled during early-mid August; however, this year there will be no review appointments between 14-19 August when the Australian Universities Quality Agency will visit the University.

6.2 Review Panel Membership

The Committee received a paper, 'Review Panels and Working Groups: Draft Membership 2005'. The members were requested to advise of any proposed changes.

6.3 Review Panel Appointments: Member's Availability

The Committee noted the Secretary will screen review panel members' diaries for their availability for the review appointments.

6.4 Notice of Forthcoming Reviews

The Committee received a memorandum dated 17 January 2005 from the Chair to the Deans of Engineering, Education, Veterinary Science and Economics and Commerce with notice of the forthcoming review of academic programs.

6.5 External Academics: Faculty Nominations

The Committee received from the Chair a verbal report that nominations were submitted by the Faculties of Engineering, Education, Veterinary Science and Economics and Commerce for external academics to participate in the review panels. The nominations will be submitted to the President of the Academic Board for approval before invitations are issued to the nominees.

7. Evaluation Cycle and Student Administration Reports

7.1 Quality of Teaching Surveys

The Committee received email correspondence between the Chair and Dr Colin Royse, Department of Pharmacology, dated 11 and 25 January 2005 about an exemption from distributing the Quality of Teaching Survey to students of the Postgraduate Diploma in Perioperative and Critical Care Echocardiology.

7.2 Quality of Administrative and Support Services for Students 2003

The Committee received from the University Planning Office an evaluation cycle report, 'Quality of Administrative and Support Services for Students: Report of the 2003 Survey of Students Based at Campuses Other than Parkville', a covering memorandum from Dr Emison dated 8 December 2004 and additional appendices 4-10 with survey responses by students. It was noted the Student Support Committee has developed a plan to implement changes in administrative and support services in response to the survey, and the website for the University Planning Office publicises similar departmental plans.

7.3 Graduate Destination Survey 2004

The Committee received from the University Planning Office an evaluation cycle report, 'Graduate Destination Survey 2004 – Preliminary Outcomes for University of Melbourne Bachelor Graduates'.

7.4 Postgraduate Research Experience Questionnaire 2004

The Committee received from the University Planning Office an evaluation cycle report, 'Postgraduate Research Experience Questionnaire and Higher Degree Research Graduate Destinations: 2004 Preliminary Outcomes'.

7.5 Course Experience Questionnaire 2004

The Committee received from the University Planning Office an evaluation cycle report, 'Course Experience Questionnaire 2004: Preliminary Outcomes for the University of Melbourne'.

7.6 Review of Evaluation Cycle

The Committee discussed the utilisation of the evaluation cycle reports in departmental audits, operational reviews and performance appraisals, but recognised this focuses on the faculty, department or individual rather than giving an overview of the university. The Chair called for volunteers to deliver a verbal overview of the reports to the Academic Board at the monthly meetings.

7.7 Examination Errors

The Committee received from the Chair a verbal report about ongoing processes for monitoring the conduct of examinations at the University. No report on examination errors was available from Student Administration for this meeting; however, it was noted

that Student Administration sent to Heads of Departments a memorandum requesting a report on exam errors during semester 2 2004.

8. Australian Universities Quality Agency 2005

The Committee received from Professor McPhee a presentation about the forthcoming visit by AUQA on 14-19 August 2005. AUQA visits 6-7 universities annually. A portfolio of documents prepared by Professor McPhee, the Academic Registrar and the Director, Equity Language and Learning Program, will be submitted to AUQA in April including current procedures and future plans for quality assurance at the University. It is anticipated the AUQA team, comprising 4 academics, 1 administrator and 3 business/external consultants, will speak to members of TALQAC.

9. Working Groups

9.1 Working Group on Minor Thesis

The Committee received from Dr Emison a verbal report about the progress of the Working Group on Minor Thesis. Outcomes for Semester 2 2004 survey of students undertaking a minor thesis (honours and postgraduate coursework) will be reported at the next meeting.

9.2 Working Group on Combined Degrees

The Committee received from Professor Bryan a verbal report that members are being recruited for the Working Group on Combined Degree that was formed jointly by the APC and TALQAC. The working group seeks an undergraduate student member.

9.3 Working Group on Intellectual Property in Undergraduate Courses

This item was deferred until the next meeting, because the Working Group on Intellectual Property in Undergraduate Courses had not held a meeting recently.

9.4 Working Group on TALQAC Processes

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

9.5 Assessment Implementation Working Group

The Committee received from Professor McInnis a verbal report about the progress of the Assessment Implementation Working Group. Implementation of the recommendations included in the three reports by TALQAC, TALMET and the APC continue to be discussed and prioritised.

10. Other Business

10.1 Teaching-Research Nexus Seminar

The Committee received notes from the seminar, 'Enhancing the Teaching-Research Nexus: the University of Warwick Experience', by Dr Paul Blackmore.

11. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 10 March 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.15pm.

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
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association
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
Mr Paul Donegan, Chair, Interim Student Representative Committee, MU Student Union Ltd
Dr Mark A Elgar, Associate Professor, Department of Zoology
Dr Mary R. Emison, Director, University Planning Office
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
Dr Carol Johnston, Associate Professor and Director, Teaching and Learning Unit, Faculty of Economics and Commerce
Associate Professor Jenny Lye, Department of Economics
Professor Craig McInnis
Professor Peter McPhee, Deputy Vice-Chancellor (Academic)
Professor Alistair Moffat, Department of Computer Science and Software Engineering
Ms Susanne Munro, MU Student Union Ltd
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science
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
Mr William Watson, University of Melbourne Postgraduate Association
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
Ms Maddy McMaster, General Manager, Faculty of Education

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
Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences
Ms Diana Harrison, Executive Officer, Faculty of Veterinary Science

Ms Helen Hayes, Vice-Principal (Information)
Ms Lin Martin, Vice-Principal and Academic Registrar
Mr Robert Northey, General Manager, Faculty of Music
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
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

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 - CHAIR
Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law
Mr Paul Donegan, Chair, Interim Student Representative Committee, MU Student Union Ltd
Associate Professor Jenny Lye, Department of Economics
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science
External academic - tba
Representative from the University Planning Office, The University of Melbourne - tba

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
Dr Mark A Elgar, Associate Professor, Department of Zoology
Ms Susanne Munro, MU Student Union Ltd
Professor Glenn Browning, Professor in Veterinary Microbiology, Department of Veterinary Science
Ms Jenny Stephens, Director, Academic Services (Student Programs)
External academic - tba
Representative from the University Planning Office, The University of Melbourne - tba

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 Matthew Belleghem, President, University of Melbourne Postgraduate Association
Professor Jeff Borland, Head, Department of Economics
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, Law School
Associate Professor Peter Tregloan, School of Chemistry
External academic - tba
Representative from the University Planning Office, The University of Melbourne - tba

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
Professor Alun Jackson, Department of Social Work
Professor Leon Sterling, Department of Computer Science and Software Engineering
Mr William Watson, University of Melbourne Postgraduate Association
External academic - tba
Representative from the University Planning Office, The University of Melbourne - tba

Working Group Members

Assessment Implementation Working Group

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

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

Mr Peter Jones, Multi-Media Coordinator, Law School

Dr Michelle Livett, Associate Dean (Academic Programs), School of Physics

Professor Craig McInnis

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

Undergraduate student representative - vacant

Working Group on Combined Degrees

Professor Michael Bryan, Chair, Academic Programs Committee, Law School, The University of Melbourne - CHAIR

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

Professor Leon Sterling, Department of Computer Science and Software Engineering

Representative from the Office of the Vice-Principal and Academic Registrar - vacant

Faculty General Manager – vacant

Program manager with experience in front line service to students – vacant

Undergraduate student representative - vacant

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

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

Professor Alistair Moffat, Department of Computer Science and Software Engineering

Signed by the Chair: _____ and dated: _____