

**THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD**

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 1/06

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2.15pm Thursday 9 February 2006 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

MINUTES

PRESENT

Committee Members

Professor Leon Sterling (Chair), Associate Professor P Bhalla, Ms S Daroesman, Associate Professor S Elliott, Mr P Fijn, Associate Professor J George, Ms J Giles, Professor T Goodwin, Associate Professor L Hawthorne, Professor H Jackson, Associate Professor J Lye, Professor A Moffat, Professor P Pattison, Mr D Rizzetti, Professor L Skene, Ms Jenny Stephens, Mr A Williams

Observers

Nil.

In Attendance

Ms Sally Eshuys (Committee Secretary), Ms A Shadbolt and Ms D Ormsby (for item 6.1 only)

BUSINESS

1. Formal Matters

1.1. Welcome to new members

The Chair welcomed the following new members to their first meeting of the Committee:

- Professor Henry Jackson (School of Behavioural Science)
- Associate Professor Leslyanne Hawthorne (Medicine, Dentistry and Health Sciences)
- Professor Tony Goodwin (Anatomy and Cell Biology)
- Associate Professor Jenny George (Melbourne Business School)
- Mr Anthony Williams (President, UMPA)
- Ms Suzanne Dixon (Observer and representative of Faculty General Managers)
- Ms Jessie Giles (President, UMSU)
- Mr Dean Rizzetti (UMSU)
- Mr Paul Fijn (UMPA)

Members noted that the Chair had held an induction session for new members immediately before the meeting.

1.2. Thanks to retired members

The Chair thanked the following members, who had retired from the Committee at the end of 2005, for their involvement in the activities of TALQAC:

- Professor Craig McInnis
- Professor Glenn Browning
- Dr Mark Elgar
- Professor Doris Young
- Associate Professor Carol Johnston
- Mr Paul Donegan
- Ms Suzanne Munro
- Mr William Watson
- Ms Maddy McMaster (observer)

1.3. Apologies

The Committee received apologies from Associate Professor S Baker, Professor J Borland, Ms S Dixon, Professor P Griffin, Professor A Jackson and Professor R James.

1.4. Attending

Members noted that Ms Anna Shadbolt and Ms Deb Ormsby would be attending the meeting for item 6.1 only.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 10 November 2005 were confirmed as an accurate record, subject to the addition of the following words to item 3.1.2:

"The Chair requested that Ms Stephens forward these faculty reports to the Committee when available".

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:

3.1.1. International Student Survey (Item 3.1.2, Mtg 10/05)

Ms Stephens reported that the University Planning Office is investigating whether the final year survey of international students could be combined with other survey instruments to help reduce the numbers of instruments used in the evaluation cycle.

The Chair advised members that the July 2006 TALQAC meeting has been set aside to review TALQAC processes with regard to evaluation cycle reports.

3.1.2. Vice-Chancellor's Colloquium on Teaching and Learning (Item 8.1, Mtg 10/05)

The Chair asked that the action, regarding the Committee making a presentation to the Colloquium in 2006, be changed to read:

Discuss with Professor Skene the possibility of the Committee making a presentation about how we can showcase best practice processes and activities to make them more visible across the University at the Colloquium in 2006.

3.1.3. Bachelor of Arts: Review Report (Item 5.2.1, Mtg 9/04)

The Chair advised that he would prefer to raise concerns about processes that permitted some students to undertake a Bachelor of Arts without identifying a major in the halfway review for the Faculty of Arts, rather than directly with the Dean at this time. He requested that the action sheet be amended to reflect this.

3.1.4. Student feedback placed on University website (Item 6.1, Mtg 6/05)

Associate Professor Elliott advised that she is responsible for the new student portal and that students and members can contact her with any concerns about the portal. She reported that she is considering how to make evaluation cycle reports more visible and available to students through the portal. Members noted that the new student portal should be ready by the end of 2006.

4. Other Committees

4.1. Academic Programs Committee (APC)

The Chair advised that APC has a busy year ahead monitoring and assisting progress of *Growing Esteem* and the Curriculum Commission.

4.2. Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET)

There was no report as the Chair of TALMET was not in attendance. The Chair asked members for a volunteer to be the Committee representative on TALMET. Associate Professor Elliott advised that as she is on both committees she would be happy to represent both committees.

5. Course Reviews

5.1. 2006 Review schedule

Members received and noted the 2006 Course Review Schedule. Members discussed the impact of *Growing Esteem* on the course review process and whether it would be appropriate to complete the first cycle in 2006 as planned or to modify the process and make it more relevant given the substantial changes that will be made to both undergraduate and postgraduate courses in the coming years.

It was resolved that the Chair, Professor Skene, Professor Pattison, Associate Professor Elliott and Professor McPhee would discuss the matter to determine how the course reviews could be made more relevant with regard to the future structure of

academic programs at the University. Further discussion on the matter was deferred to the next meeting.

5.2. Review panel membership

Members received and noted the draft review panel membership. It was agreed that student representation would be amended as follows:

- Land and Food Resources – Ms J Giles
- Medicine, Dentistry and Health Sciences – Mr D Rizzetti
- Architecture, Building and Planning – Mr A Williams

Further discussion on this matter was deferred to the next meeting.

5.3. Notice of forthcoming review

Members received and noted the memo sent to Deans by the Chair regarding the upcoming reviews in the faculties of Land and Food Resources, Architecture, Building and Planning and Medicine, Dentistry and Health Sciences.

5.4. External academics: Faculty nominations

The Chair advised that the faculties of Land and Food Resources and Medicine, Dentistry and Health Sciences had nominated external members. Further discussion on this matter was deferred to the next meeting.

6. Evaluation Cycle and Student Administration

6.1. Academic Honesty: Turnitin Report

The Committee received and discussed a report by Ms Anna Shadbolt, 'Turnitin Report to TALQAC – December, 2005'.

Ms Shadbolt reported that the Turnitin system has been in use for 18 months and that uptake by departments is currently stagnant. She advised that use of the system is currently staff driven and not directed by the faculty or department which is leading to inconsistency in methods of use including student uploading and student access to their reports.

Members noted that from 2006 the status of Turnitin has been changed is now part of ongoing service provision. A number of members were not aware that the pilot phase had finished and suggested that more communication was needed with staff to advise them of the new status of the system. It was noted that new Academic Honesty website is now up and running and it was agreed that Professor Skene, Professor McPhee and Associate Professor Elliott should discuss a communication strategy for the website and Turnitin and recommendation 1 of the report concerning the development of local procedures for the use of Turnitin.

Associate Professor S Elliott reported on a joint University of Melbourne/ University of Monash project on academic honesty and suggested that the findings would be useful to the Committee when available.

It was suggested that the Committee, as part of the course reviews, could ask faculties how they are dealing with academic honesty and plagiarism, how students are informed about academic honesty and how it is monitored.

Mr Williams raised concerns about the use of the system for research-based students. It was agreed that that Associate Professor Elliott should write to the Assistant Vice-Chancellor (Research) to address these concerns.

It was agreed that all recommendations would remain on the table for further discussion at the next meeting of the Committee.

6.2. Graduate Destination Survey 2005 preliminary outcomes

Members received and noted the preliminary outcomes for the Graduate Destination Survey 2005, provided by Ms Daroesman.

6.3. Course Experience Questionnaire 2005 preliminary outcomes

Members received and noted the preliminary outcomes for the Course Experience Questionnaire 2005, provided by Ms Daroesman.

6.4. Presentations to Academic Board

The Chair advised that in 2005 the Committee had assigned individual members to speak to evaluation cycle reports at Academic Board to maximise the impact of the reports in that forum. The Chair will approach members out of session to allocate these tasks.

7. Intellectual Property in Undergraduate Courses

This item was withdrawn by the Chair and will be rescheduled for a future meeting.

8. Working Groups

8.1. Assessment Implementation Working Group

Professor Pattison advised that she will submit a written report by the working group at the next meeting.

8.2. Working Group on Cross-Communication Issues and Combined Degree Students

The Chair outlined the background of the working group for the benefit of new members and advised that the work of the group had been delayed because of changes to the structure of combined degrees. The goal of the working group was to encourage consistency between faculties with regard to how they manage their students. Members noted that the working group had been disbanded in late 2005 and the issue is now being considered by Student Programs.

Associate Professor Elliott suggested that the Melbourne Experience Committee (MEC) could report to the Committee on this matter and it was agreed to add MEC to the list of Committees reporting under item 4 on the agenda.

8.3. Examinations Working Group

Professor Pattison advised that the joint APC/TALQAC Examinations Working Group is in the process of appointing members and asked members for volunteers to be involved. Associate Professor Lesleyanne Hawthorne and Mr Paul Fijn agreed to become members.

8.4. Cultural Diversity Working Group

Members received and noted a memo from the Academic Secretary regarding the final report of the Working Group on Cultural Diversity in Curriculum. The memo advised that the Academic Board (at meeting 9/05 on 27 October 2005) had adopted all recommendations in the report including the following:

“That APC forward to TALQAC and the Chair of Indigenous Studies (Professor Marcia Langton) the attached *Checklist on culturally sensitive teaching practice*, for further discussion and development.”

9. AUQA Report

The Chair outlined the key issues raised in the AUQA report related to TALQAC including recommendations on:

- Increasing external membership on course review panels from 1 to 2
- Clarification the responsibilities and division of labour between QAAC and TALQAC
- Changes to Academic Board membership

Professor Skene advised that she is still in the process of reviewing the Academic Board committee structure as she was waiting on the release of the AUQA report before finalising the review. She advised that few changes to the committee structure and Academic Board membership are planned.

Members noted that the University is currently preparing a formal response to the AUQA report.

10. Other Business

Nil

11. Next Meeting

The next meeting will be held at 2:15pm on Thursday 9 March 2006 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

The meeting closed at 4.10pm.

Signed by the Chair: _____ and dated: _____

DISTRIBUTION**Committee Members**

Professor Leon Sterling - CHAIR
Associate Professor Prem Bhalla
Professor Jeff Borland
Ms Suzanne Daroesman
Associate Professor Sue Elliott
Mr Paul Fijn
Associate Professor Jenny George
Ms Jessie Giles
Professor Tony Goodwin
Professor Patrick Griffin
Associate Professor Lesleyanne Hawthorne
Professor Alun Jackson
Professor Henry Jackson
Professor Richard James
Associate Professor Jenny Lye
Professor Alistair Moffat
Professor Pip Pattison
Mr D Rizzetti
Professor Loane Skene
Ms Jenny Stephens
Associate Professor Peter Tregloan
Mr Anthony Williams

Observers

Associate Professor Su Baker
Ms Diana Harrison

In Attendance

Ms Sally Eshuys (Committee Secretary)

For Information

Mr Russell Hillbrich,
Mr Ian Marshman
Professor Peter McPhee
Minutes Office, University Secretary's Department

Agenda (without attached papers) and confirmed minutes – electronic distribution

Ms Janet Beard
Mr Lachlan Cameron
Ms Suzanne Dixon
Dr Mary Emison
Mr Richard Frampton
Ms Linda O'Brien
Ms Maddy McMaster
Mr Robert Northey
Ms Suzanne Parker
Mrs Joan Reese
Mr Neil Robinson
Dr Christopher Stewardson
Ms Lynne Wrout
Ms Fiona Zammit