

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 6/03

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 10 July 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

Present

Professor Brian Galligan in the Chair, Dr Mark A Elgar, Dr Mary R. Emison, Dr Richard James, Associate Professor Carol Johnston, Professor Alistair Moffat, Professor Terry Nolan, Professor Field Rickards, Ms Jenny Stephens, Mr Lachlan Williams, Professor Johanna Wyn, Professor Doris Young.

Apologies

Professor Margaret Britz, Professor Andrew Christie, Professor Kwong Lee Dow, Professor Craig McInnis, Professor Peter McPhee, Mr Nick Melchior, Dr Ann Roberts, Professor Leon Sterling, Associate Professor Peter Tregloan.

Observer

Associate Professor Jennifer Sabine (nominee of Associate Professor Su Baker).

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Minutes of the Previous Meeting

The minutes of the previous meeting held on Thursday 5 June 2003 were confirmed.

2. Matters Arising from the Minutes

2.1 Action Sheet

The Committee received the action sheet from the previous meeting, and noted that most items had been completed or would be covered later in the agenda.

3. Review of Academic Programs

3.1 Guidelines

The Committee received and discussed the revised draft guidelines for the Faculties of Science, Music and Law to self-evaluate the Bachelor of Science, Bachelor of Music and Law postgraduate coursework programs, and made further revisions. The review teams will discuss these guidelines, and clarify the purpose and limits of the reviews, with Deans and General Managers at a briefing with faculties to be held in late July.

The Chair undertook to send further correspondence to the Deans of the Faculties of Law, Music and Science including the revised guidelines and a request for staff and student focus groups to be organised for the day of the faculty visits.

3.2 Schedule

The Committee received and discussed the 2003 schedule for the review of the Bachelor of Science, Bachelor of Music and Law postgraduate coursework programs. Dr Emison advised the University Planning Office will make the appointments between the review teams and the Faculties of Science, Music and Law.

3.3 Relevant Reports from the University Planning Office

The Committee received from Dr Emison a tabled list of indicator reports for the review of academic programs. Dr Emison undertook to send a copy of these reports to the Deans of the Faculties of Music, Science and Law as well as the members of the review teams. Dr Emison offered attendance of a staff member of the University Planning Office at the initial briefing with faculties to assist with discussion of the indicator reports.

4. 2002 Universitas 21 Teaching Fellowship Travel

The Committee received reports from Dr Jennifer George (Melbourne Business School) and Dr Michelle Livett (Physics), recipients of Universitas 21 Teaching Fellowships, as forwarded by the Universitas 21 Fellowship Selection Committee. The Chair requested the Secretary invite Dr George and Dr Livett to talk about other Universitas 21 universities at the next meeting. The Committee requested the Secretary send the reports to the Student Support Committee and the Orientation Committee.

5. Student Surveys

5.1 Life After Graduation: Graduate Destination Survey 2002

The Committee received the Evaluation Cycle 2002 report, 'Graduate Destination Survey 2002: Life After Graduation for the Graduates of 2001 of the University of Melbourne. A Snapshot at 30 April 2002'. The Committee expressed appreciation to the University Planning Office for preparing the report and achieving a survey response rate of 55%. The discussion focused on the difference in wages between males and females, direction of international students, percentage of university leavers in paid work, and the level of satisfaction with jobs.

5.2 Quality of Teaching Questionnaire

The Committee received a request from Professor Miles Lewis for permission for the Faculty of Architecture, Building and Planning to conduct the Quality of Teaching Questionnaire on-line to increase the response rate. Dr Emison advised the Committee this request will be considered by the University Planning Office.

5.3 Quality of Teaching Survey – Single Line Reporting for Each Subject

The Committee received a request from the University Planning Office. Some departments choose to administer the Quality of Teaching Survey multiple times during a semester to assess different components of the subject such as the lecture or tutorial components or to assess multiple lecturers. In 2000, TALQAC approved a policy of single line reporting in the University Report for each subject surveyed multiple times. Thereafter, problems arose when some departments conducting multiple surveys did not provide the required information in entirety, so the University Planning Office could not aggregate the results.

The Committee **approved** the implementation of a policy of single result reporting in the Quality of Teaching Survey, allowing for a default process to provide a single outcome per subject for subjects surveyed in multiple batches where departments do not provide the required information. The University Planning Office will include this in the

guidelines for the Quality of Teaching survey.

6. Working Groups and Discussion Groups

6.1 Working Group on Field Placements

The Committee received a verbal report from Professor Galligan advising the Working Group on Field Placements is on hold as it awaits the completion by the Compliance Office of revised guidelines on the compliance of field placements.

6.2 Working Group on Assessment

This item was deferred until the next meeting.

6.3 Working Group on Plagiarism

This item was deferred until the next meeting.

6.4 Working Group on Transition

The Committee received a draft report from the Working Group on Transition including identification of the four main areas of transition, guidelines on good transition practices, and recommendations for improvement in University transition strategies. The Chair requested the members send comments to Associate Professor Johnston by email. It was suggested the Working Group on Transition should liaise with the Orientation Committee. The Working Group on Transition will submit a revised copy of the report to the Committee for the next meeting.

7. Possible TALQAC Website

The Committee **approved** a proposal by the Secretary to create a TALQAC website including relevant committee information, and links to the evaluation cycle on the University Planning Office website. The Committee advised the Secretary to continue with distribution of agenda papers in hard copy, unless advised by individual members that electronic distribution is preferred.

8. Other Business

8.1 Postgraduate Coursework Programs

The Committee received a verbal report from Mr Williams on his attendance at a conference on quality in postgraduate coursework programs. The Chair requested the Secretary invite the keynote speaker at the conference, Emeritus Professor Ian Reid, to give a brief overview of his findings to the Committee.

9. Next Meeting

The next meeting will be held at 2.15pm Thursday 7 August 2003 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

The meeting closed at 3.55pm.

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, Director, Intellectual Property Research Institute of Australia, 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 Office
Associate Professor Ken Gelder, Director of Research, English with Cultural Studies
Dr Richard James, Associate Professor, Centre for the Study of Higher Education
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce
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, and Associate Dean (Research), School of Graduate Studies
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

Observer

Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts

In Attendance

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
Mr Lachlan Cameron, Director, Student Administration and Systems, Academic Services
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