

CONFIRMED

THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 6/05
MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 7 July 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Committee Members

Professor Leon Sterling (Chair), Professor Jeff Borland (for items 1-6.1 only), Professor Glenn Browning (for items 3.1.2-9.0 only), Professor Michael Bryan, Ms Suzanne Daroesman, Mr Paul Donegan, Dr Mark A Elgar (for items 3.1.2-9.0 only), Professor Patrick Griffin, Associate Professor Carol Johnston, Professor Craig McInnis, Ms Jenny Stephens, Associate Professor Peter Tregloan and Mr William Watson.

Observers

Nil.

By Invitation

Dr Mary Emison (for item 4.1 only) and Ms Sally Anne Leigh (for item 6.1-6.2 only).

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Prem Bhalla, Associate Professor Jenny Lye, Ms Maddy McMaster, Professor Peter McPhee, Professor Alistair Moffat, Professor Pip Pattison, Professor Loane Skene and Professor Doris Young.

1.2 Attending

The Committee welcomed Dr Mary Emison and Ms Sally Anne Leigh during the meeting.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 9 June 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 items:

3.1.2 Transition Programs

The Committee received a tabled email dated 6 June 2005 from Ms Clare Rhoden to Ms Stephens and a tabled report, 'Audit of Postgraduate Transition Initiatives 2002', in response to an issue which arose during the 2004 review of Engineering postgraduate coursework programs about the lack of coordination of transition programs which are run centrally, from the faculties and the School of Graduate Studies (SGS), especially the induction of students. This year, the SGS will rewrite an induction handbook in consultation with the University of Melbourne Postgraduate Association. The central Transition Program within the Equity, Language and Learning Programs (ELLP), Academic Registrar's Division, will write a report on benchmarking best practice and measuring the outcomes of the 2002 audit of postgraduate transition initiatives. The Committee **resolved** to become involved in the quality assurance of transition programs. The Secretary was requested to write to the SGS and Ms Rhoden to obtain a copy of the SGS induction handbook and the ELLP benchmarking report when these have been completed in 2006, and to the chair of the Academic Transition Working Group run by the ELLP to enquire about the processes in place for monitoring the quality of transition programs.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

The Committee received a paper, 'Australian Universities Quality Agency: Quality Audit of the University of Melbourne', and a verbal report from Dr Emison. TALQAC representatives will meet with AUQA representatives at 1.30-2.00pm Tuesday 16 August 2005 as part of the audit. The Secretary was requested to seek the availability of other Committee members who can join the Chair in attending the meeting. Those who attend will be briefed by Dr Pat Mclean.

It was noted that a proposal was received at the University's '2005 Planning and Budget Conference' to combine the Quality Assurance and Accountability Committee with TALQAC.

4.2 Academic Programs Committee

The Committee received from Professor Bryan a verbal report about current issues before the Academic Programs Committee (APC). The process of semesterisation of subjects throughout the University continues. The APC Working Group on Cultural Diversity in Curriculum will circulate to faculties and departments a checklist for good practice in teaching, learning and assessment in relation to cultural diversity.

4.3 Melbourne University Private Committee

This Committee received from the Chair a verbal report that quality assurance processes for Melbourne University Private courses will continue during the merger until the University of Melbourne hands back to the state government on 31 December 2005 the licence for Melbourne University Private to operate as a University.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Tregloan a verbal report about current issues before the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET). A presentation about the Universitas 21 Global MBA program was delivered by Associate Professor Helen Lange, Director of the MBA Program at Universitas 21 Global, and Dr Mike Goldberg, Chief Academic Officer at Universitas 21 Global. The TALMET Evaluation Strategy Group has completed interviews with faculties to evaluate information technology programs in regard to teaching and learning this year. Implementation of the learning management system, 'Blackboard 6.0', is progressing with 174 subjects nominated for piloting in semester 2 2005.

5. Course Reviews

5.1 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. The Faculties of Engineering and Veterinary Science were accredited recently, so were requested to provide a copy of the accreditation reports with the course evaluation reports that will be submitted to the University Planning Office (UPO) in August 2005.

5.2 AUQA Audit Manual

The Committee received the 'Australian Universities Quality Agency: Audit Manual Version 2.1' as well as tabled papers from Ms Daroesman, 'Notes on Quality Audit for TALQAC Members', 'Guidelines for Course Evaluation by Faculties 2005', 'Postgraduate Coursework Programs Review: Notes on Indicators' and 'Undergraduate Course Reviews: Notes on Indicators' in preparation for the briefing of review panel members about the review timelines, profile data on each course, and audit techniques to be conducted by the Chair and Ms Daroesman at the end of the meeting.

6. Evaluation Cycle and Student Administration Reports

6.1 Student Feedback Placed on the University Website

The Committee received from Ms Leigh a verbal report about collection of student feedback both online and at information desks around campus by the Information Division. A new student portal is expected to be in operation within 12 months in connection with the new Learning Management System. The Committee will be invited to participate in focus groups for the portal.

6.2 Quality of Research Supervision and Academic Support 2004

The Committee received a memorandum dated 22 June 2005 from Mr Michael Beaton-Wells and an evaluation cycle report by the UPO, 'Postgraduate Research Student Feedback on the Quality of Research Supervision and Academic Support: Report of the 2004 Survey and Trend from 1997'. A low response rate to the survey was noted. The Chair requested that members tell Ms Daroesman of any survey activity undertaken within faculties and departments, so the UPO can participate to increase response rates. Mr Watson or Mr Belleghem will deliver a short, verbal overview of the report to the July meeting of the Academic Board.

The Secretary was requested to write to the SGS asking how the University handles complaints from students about research supervision, and how the University undertakes quality assurance of research supervision. The Secretary was also requested to investigate whether the terms of reference for the Research and Research Training Committee include quality assurance of research programs. The Chair undertook to suggest to Professor Skene and Professor Pattison a Headstart project analysing processes for circulating and responding to student feedback received in the evaluation cycle reports.

6.3 Course Experience Questionnaire: 2004 Comments

The Committee received a tabled memorandum dated 4 July 2005 from Mr Beaton-Wells and the summary section of an evaluation cycle report by the UPO, 'Free-Form Comments Received with the 2004 Course Experience Questionnaire'. It was noted that Deans receive data pertaining to their faculty only.

7. Working Groups

7.1 Assessment Implementation Working Group

The Committee received from the Assessment Implementation Working Group an 'Implementation Status Report 16th May 2005' which was sent to Council in May 2005.

7.2 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. A letter has been 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.

7.3 Working Group on Examination Conditions and Processes

This item was deferred until the next meeting.

7.4 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 met recently.

7.5 Working Group on TALQAC Processes

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

8. Other Business

Nil.

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 11 August 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 3.55pm.

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
Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office
Mr Paul Donegan, Chair, Interim Student Representative Committee
Dr Mark A Elgar, Associate Professor, Department of Zoology
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, 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

By Invitation

Do not receive unconfirmed minutes

Dr Mary Emison, Acting Vice-Principal and Academic Registrar
Ms Sally Anne Leigh, Director, Information and Education Services, Information Division

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
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
General Manager, Faculty of Law

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
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association
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

