

**THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD**

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 6/06

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm on Thursday 13 July 2006 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

MINUTES

PRESENT

Committee Members

Professor L Sterling (Chair), Professor L. Skene, Professor P Griffin, Associate Professor J Lye, Professor R James, Professor H Jackson, Professor A Moffat, Professor A. Jackson, Associate Professor J George, Professor T Goodwin, Mr. A Williams, Ms S. Daroesman, Mr P Fijn, Ms J Giles and Mr. D. Rizzetti.

Observers

Ms D. Harrison

In Attendance

Mr. H. Fong, Mr. M. Beaton-Wells and Ms K. Menezes (Committee Secretary)

BUSINESS

1. Formal Matters

1.1 Welcome to new members

The Chair welcomed Mr. Fong, incoming President of MUOSS and Mr. Beaton-Wells, Director of the University Planning Office who attended to present on item 6.2.

1.2 Membership

There was no discussion under this item

1.1. Apologies

The Committee received apologies from Professor P. McPhee, Professor J Borland, Professor P. Pattison, Mr. P. Beilby, Associate Professor L Hawthorne, Associate Professor S. Baker, Associate Professor P. Bhalla and Associate Professor P Tregloan.

2. Minutes of the Previous Meeting

The minutes of TALQAC Meeting 5/06 held on 8 June 2006 were accepted as an accurate record of the meeting subject to the following changes:

- clarification of 'The Chair' in the TaLMET Report (3.1) to refer to the Chair of TALQAC not TaLMET
- The addition of 'TaLMET to refer the Online Subjects document to APC for comment' and the section referring to Professor McPhee sharing the document with Ms Linda O'Brien to read 'in the context of the Curriculum Commission discussions and work Ms O'Brien is doing in developing an e-Learning Strategy Plan.'

3. Matters Arising from the Minutes

3.1. Action Sheet

The following points were discussed under this item:

- Item 3 and 11 on the 2006 Course Reviews to be combined
- Completed items to be removed

4. Other Committees

4.1. Academic Programs Committee (APC)

In the absence of the Chair of APC, Professor Sterling reported that a draft approval process for courses under the new Melbourne Model was presented.

TALQAC may be asked to comment on the Quality Assurance aspects of the course approval proposals.

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

The following points were discussed from Associate Professor Tregloan's email report, tabled by Professor Sterling:

- Committee members were invited to submit expressions of interest for the \$100,000 available through TaLMET for projects ((the criteria for these are contained in the report) that require supplementary support
- TaLMET is still awaiting final information from the Melbourne Monash project that has developed the Plagiarism Resources for Academic Staff. The website is currently undergoing peer review and Associate Professor Tregloan will forward information when it becomes available.
- While Turnitin cannot be used seamlessly from within the LMS, it is possible for a subject to make an external link to the Turnitin site and this is how staff and subjects are currently operating
- Professor Sterling informed the Committee that Information Services is investigating a Turnitin plugin for the LMS, but this will not be available until 2007 at the earliest when an upgrade for the LMS is planned.

Discussions on Turnitin are reported under section 6.1.

4.3. Melbourne Experience Committee

There was no discussion under this item

4.4. School of Enterprise Committee

The Chair reported that The School of Enterprise will investigate the integration of its quality assurance cycle with that of the University. Professor Skene noted that in addition to the standard QOT questions, there was no reason why the School could not also use their own questions for subject evaluation. Professor Skene also noted that individual lecturers in the School received scores and formal feedback both qualitative and quantitative with strategies to assist lecturers to develop further.

4.5. Student Organisation Report

There was no discussion under this item

5. 2006 Review Schedule

There was no discussion under this item

6. Evaluation Cycle and Student Administration

6.1. Academic Honesty: Turnitin

The University is in the process of renegotiating its license to use Turnitin. Instead of taking out an expensive University wide licence for Turnitin, when the usage was only for 5,000 students, the one year arrangement will allow for 10,000 students to be tested. Professor Skene suggested that staff reluctance to use Turnitin would be worth investigating.

Professor Moffat suggested that rather than Turnitin being used as a staff only detection tool, it might be more valuable to enable students to use the software prior to the submission of assignments to self check the lack of citation in their work. This will make Turnitin an educational, self improvement learning tool rather than a punitive instrument. Ms Giles commented that students rarely actively seek to commit plagiarism and it is important that the issue is appropriately integrated into teaching and learning so students are equipped to cite accurately and understand clearly what is required of them.

Recommendation: Professor Sterling recommended the formation of a joint working group of Committee members from TALQAC, TaLMET and staff from Information Services to examine the integration of academic policy and operational issues in relation to software systems such as Turnitin.

6.2. Review of TALQAC Processes

Based on a background paper prepared by Ms Daroesman, a broad discussion was held about TALQAC processes in relation to the Evaluation Cycle surveys, including design, conduct, reporting and use of results.

- The Chair, providing an overview of TALQAC's responsibilities since 2001, reminded the Committee that TALQAC had originally conducted annual faculty reviews of teaching and learning. The overlap of those reviews with the Vice-Chancellor's annual operational performance reviews of faculties led to a revision of

the process as course reviews of undergraduate and postgraduate programs with a focus on monitoring and quality assurance and improvement processes.

- Mr. Beaton-Wells posed the following questions to Committee members:
What does TALQAC need from the Evaluation Cycle to carry out its role, to link to its core goals and objectives?
Should survey objectives expand to take into account questions about performance improvement and not only quality assurance?
- In the discussion about the level of detail, Professor James put forward the view that it would be useful for TALQAC to consider finer grained data in its deliberations. The disadvantage of instruments such as the CEQ, for example, is that it is highly lagged information. More current data would assist the Committee and the University to better monitor performance and to use the data in more effective ways for forward-looking quality improvement. Using these data more purposefully is important, given their use as indicators in resource allocations such as the Learning and Teaching Performance Fund, and given the increasing emphasis, public exposure and pool of money available through the Fund.
- In discussion over the QoT survey it was noted that the lack of demographic information limited the scope of information which could be reported and used. On the other hand there is a risk that students may be less candid in their feedback if anonymity were to be removed, which may then affect data quality.
- Introduction of new courses under the Melbourne Model, however, provided an ideal opportunity to revise the questions and feedback instruments and to improve on current indicators. It may also be opportune to consider, given the new Model, whether the Committee's Terms of Reference may need amendment. Professor Skene noted in this context that the ToRs of all Academic Board Committees may be revisited at the end of 2006.

After discussion it was agreed that the University Planning Office would report back to the Committee, following completion of a concurrent review of the Evaluation Cycle, with further recommendations on input from and reporting to TALQAC.

It was also agreed that Professor James would report on changes to the 2007 Learning and Teaching Performance Fund at the August meeting.

7. Working Groups

7.1. Faculty Assessment Practices

Associate Professor Lye tabled the Faculty Assessment Practices document which consisted of a series of questions (under headings e.g. Policy, Purpose, Process etc) to prompt discussion in relation to assessment policy in Departments and Faculties. During discussion Mr. Beaton-Wells suggested that it would be useful to open with a definition/possible definitions of assessment to set the context of the document. The Chair noted that it was important that Departments and Faculties are aware of the formal delegation process for marking papers as set out in Statute 12.2 - Assessment. Updated document to be provided with the Agenda and papers for the August meeting

7.2. Peer Review of Teaching

There was no discussion under this item.

7.3. Acquisition of Generic Skills

There was no discussion under this item.

7.4. Transition Programs and Course Advice

There was no discussion under this item.

7.5. Assessment Implementation Working Group

There was no discussion under this item.

7.6. Examinations Working Group

Mr. Fijn provided some clarification on item 4 in the Examinations Working Group Report. While current University policy does not allow concurrent 2 and 3 hour exams in the same venue, the Working Group has agreed to investigate whether to allow it in separate venues.

7.7. E-Portfolio Project

Professor Sterling recommended that as per Professor Evan's request, TALQAC endorse the E-Portfolio Project. Outcomes/results achieved will be presented to TALQAC at the appropriate time.


8. Other Business

The Chair noted that Professor James would report at the August meeting on The Australian Universities Quality Forum, AUQF2006, held from 5 – 7 July in Perth.

9. Next Meeting

The next meeting will be held from 2:15-4:15pm on Thursday 10 August 2006 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

The meeting closed at 4:00 pm.

Signed by the Chair:  and dated: 15/8/06