

THE UNIVERSITY OF MELBOURNE

ACADEMIC BOARD

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 6/07

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2.15 pm on Thursday 12 July 2007 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

MINUTES

PRESENT

Committee Members

Professor Hawthorne (Chair), Professor Moffat, Professor Goodwin, Associate Professor Crosby, Associate Professor Misson, Ms Daroesman, Professor Pattison, Professor Jackson, Professor Huggins, Associate Professor Guillemain, Mr Fong, Ms Beattie and Associate Professor Holloway.

Observers

None

In Attendance

Ms Menezes (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Welcome

Professor Hawthorne noted that she would be on secondment from October 2007 – March 2008 to complete an OECD project on skilled migration. In discussion with Professor Pattison it has been decided to appoint a Deputy to Chair the four TALQAC meetings occurring in Professor Hawthorne's absence. It was noted that there will be minimum disruption to TALQAC's work flow as major reports will be presented to Academic Board in September 2007.

Professor Hawthorne also noted the University Response to AUQA, due by 30 July 2007, which will require TALQAC input in a number of areas. An update on the AUQA report will be provided at the August meeting.

1.2 Apologies

The Committee received apologies from Associate Professor Elliott, Professor Bhalla, Professor Stockdale, Professor Borland, Associate Professor Tregloan, Professor Considine, Professor James, Professor Stevens, Ms Buckingham, Ms Ahrens and Mr Fijn.

2 Minutes of the Previous Meeting

Minutes of the TALQAC meeting held on Thursday, 7 June 2007 were accepted as an accurate record of the meeting.

3 Matters Arising from the Minutes

3.1 Action Sheet

Items 1 and 2: In the absence of Associate Professor Tregloan these were not discussed.

Item 3: The draft policy on the release of QoT unit record data was discussed under Agenda item 6.1.

4 Other Committees

4.1 MM08 Taskforce Update

Professor Pattison noted that a raft of recommendations had gone through to Council from PBC for ratification.

4.2 Undergraduate Programs Committee (UGPC)

There was no discussion under this item.

4.3 Postgraduate Coursework Programs Committee (PCPC)

Associate Professor Misson reported that PCPC was working through numerous course proposals, a substantial number being from the Faculty of Arts. Professor Hawthorne commended Associate Professor Misson on his paper, *Titles for Courses*, perused with much interest by Faculty staff.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee (TaLMET)

Professor Pattison reported that TaLMET was to meet to review its terms of reference and membership with a view to focusing on innovation in teaching and learning.

4.5 Melbourne Experience Committee (MEC)

There was no discussion under this item.

4.6 School of Enterprise Committee

Associate Professor Misson noted that the School of Enterprise had received excellent feedback on its courses.

4.7 Reports from Student Representatives

There were no reports from student representatives.

5 Evaluation Cycle and Quality Measures

Evaluation Cycle

5.1 a) Surveys Reference Group

Professor Hawthorne reported that she would be representing TALQAC on the Surveys Reference Group; set up to provide policy advice and co-ordination in relation to surveys involving current and perspective students, graduates, staff and other stakeholders of the University of Melbourne. The draft Terms of Reference and Membership document outlined the scope of surveys within the Committee's purview which include internal quality assurance, management sponsored and market research surveys, and externally commissioned or sponsored surveys from Government or

agencies or related entities. Surveys conducted as part of academic research are specifically excluded, unless they are expected to sample more than 10% of a University population. The scope of policy includes issues of survey co-ordination and timing, access to populations, dissemination of data and reporting. It is envisaged that an online central calendar will be set up with an approved schedule (at least two years ahead) of surveys to be conducted by or participated in by the University.

Quality Measures

5.2 a) Working Group to prepare a Strategy Paper for Evaluation of the New Generation Degrees and Professional Graduate Programs

Professor Hawthorne presented the Draft Terms of Reference of the Working Group. Members agreed that the evaluation strategy should be designed in 2007, focusing in the first instance on breadth subjects, with a view to implementation in 2008. Ms Daroesman also suggested that the QA aspects that TALQAC will examine need to be distinct from the areas of the New Generation Degrees that will be examined by committees like UGPC. It was decided that a separate TALQAC Working Group be convened in 2008 to provide advice in relation to evaluation of the New Graduate Professional Programs.

Professor Hawthorne to present the updated ToRs at the August meeting.

5.2 b) TALQAC Review of Honours Programs

Professor Hawthorne reported that as some of the Heads of Department have been away on leave, TALQAC has still to receive a response from the Department of Surgery at Austin.

Since the meeting, the Department of Surgery has agreed to participate in the review and a preliminary meeting has been held on Wednesday, 1 August 2007.

5.2 c) TALQAC Review of ABP Masters by Coursework Programs

Professor Hawthorne reported that a meeting with ABP had been finalised for 26 July 2007. As Professor James will now be part of the Quality Assurance of New Generation Degrees Working Group, Professor Goodwin volunteered to fill the vacancy on the review panel.

However the Committee Secretary has since been informed that Professor Goodwin will be unable to participate in the ABP meeting due to teaching commitments and Associate Professor Guillemain has agreed to be the third member on the review panel.

5.2 d) *The Cohort Experience*

Professor Pattison invited feedback from TALQAC on *The Cohort Experience* paper prepared by the Academic Connectedness Advisory Group. The paper outlined the social bases of the student experience, potential principles for building a rewarding cohort experience and presented a range of approaches to enhance this, emphasising the richness of multiple student interactions to enhance student learning. The Melbourne Experience Survey administered by the UPO will be one mechanism to monitor as well as ascertain from students what they consider essential and desirable in their Cohort Experience. Professor Pattison noted that the development of a resource with documented examples of successful activities will be valuable to the University community and TALQAC members were invited to contribute models of constructive cohort experiences to the discussion paper. Professor Pattison noted that a report will be presented to MEC in August and PBC in September incorporating both MEC and TALQAC responses.

Mr Fong enquired if the document outcomes would be implemented at the Department level. He noted that with centrally run activities such as Transition it is easier to achieve a consistent, positive cohort experience, however the quality of activities vary when left to each Department/School to handle as they see best. Professor Pattison responded that this was not a

policy paper, rather an invitation to academic staff to review what they are undertaking in terms of activities to enhance the student experience. Also with students enrolled in different disciplines, some level of diversity in the student experience is important and the experience will again differ at different levels of the same program. Ms Beattie commented that the establishment of Graduate Schools had the potential of opening up positive cohort experience opportunities for postgraduate students. Professor Pattison noted that the Course Experience Questionnaire has revealed that students do not feel sufficiently connected and engaged and there is the challenge to turn this around in the environment of the Melbourne Model.

6 Working Groups

6.1 Quality of Teaching Survey Working Group

At the June meeting it was noted that TALQAC needs to establish a position on the collection, evaluation and reporting of QA related data in response to the request made by Faculty of Engineering for raw QoT data files i.e. unit record data, to examine the relationship between a student's response to Question 2 (well taught) and Question 5 (interest of staff).

The QoT Working Group produced a statement of protocols for TALQAC's consideration. The Committee endorsed the recommendations made and it was noted that these will be presented to Academic Board seeking authorisation for TALQAC to review all future requests for QoT data from Schools/Departments/Faculties and that TALQAC will also require a report as to the findings that the data revealed.

Professor Hawthorne reported that as Professor Moffat's membership as nominee of the Dean of SGS has expired, he will continue as a Supernumerary member on TALQAC and as Chair of the QoT Working Group from July 2007 – June 2008.

6.2 Peer Review of Teaching

There was no discussion under this item.

6.3 Acquisition of Generic Skills

There was no discussion under this item.

6.4 HR Subgroup

This group has yet to meet.

6.5 Student Advice Quality Assurance Design Working Group

The membership of this Working Group is currently being finalised.

6.6 Assessment Implementation Working Group

There was no discussion under this item.

6.7 Examinations Working Group (EWG)

The next EWG meeting is scheduled for August.

6.8 TALQAC/TaLMET Working Group on Support Technology for Academic Honesty and other QA/IT Activities

The Working Group has yet to meet.

7 For Information

There was no discussion under this item.

8 Other Business

8.1 Professor Hawthorne noted Professor Sterling's appointment as Director of eResearch located within Information Services (IS). In his new role Professor Sterling will provide leadership and strategic advice on international, national and state e-research developments, working closely with the newly formed eScholarship Research Centre.

8.2 Mr Fong reported that MUOSS representatives participated in an International Student Education Conference discussing issues affecting overseas students at a national level.

Mr Fong also informed members that the July TALQAC meeting was his last as MUOSS President and from August the new President Mr Jey Sern Choo would be attending. Professor Hawthorne thanked Mr Fong for his contribution and commended him on the work MUOSS has achieved under his leadership. Mr Fong noted that it was at times a challenge coming to grips with the teaching and learning issues discussed at TALQAC and Professor Hawthorne recommended a meeting with Mr Fong and the new President to outline TALQAC's roles and responsibilities to assist with a better comprehension of issues discussed.

8.3 Ms Daroesman reported on the proposed introduction of an integrated student experience survey, incorporating a 'first year experience' survey, a 'current course experience' survey and a survey on student support services. UPO will coordinate and manage the survey as part of the Evaluation Cycle. The proposed populations the Survey is to be administered to are: all currently enrolled students in Semester II 2007, all first year students in 2008 and all enrolled students in 2009. In 2010 all first year students + questions on intended enrolment in 2011 and in 2011 all currently enrolled students.

9 Next Meeting

The next TALQAC meeting will be held from 2:15-4:15 pm on Thursday 9 August 2007 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

The meeting closed at 3:30 pm.