

THE UNIVERSITY OF MELBOURNE

Academic Board

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

Meeting 6/08

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2:15 pm on Thursday, 10th July 2008 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

Minutes

Present

Committee Members

Professor Hawthorne (Chair), Professor Moffat, Associate Professor Wlodek, Professor Cameron, Associate Professor Guillemin, Professor Wigglesworth, Professor Slocombe, Dr Ford, Associate Professor Holloway, Professor Meek, Ms Daroesman, Associate Professor Watty and Mr Khoo.

Observers

None

In Attendance

Mr Williams attended for Ms Jonas and Ms Menezes, Committee Secretary.

Business

1. FORMAL MATTERS

Welcome

The Chair congratulated Professor Haslam on his recent promotion to full Professor which includes appointment to membership of the Academic Board.

Apologies

The Committee received apologies from Professor McPhee, Professor James, Professor Pattison, Associate Professor George, Mr Ewen, Ms Jonas, Dr Campbell, Mr Fijn, Ms Harrison, Professor Huggins, Professor Gelder, Professor Haslam, Dr McLean, Professor Bhalla, Ms Bishop and Mr Choo.

2. MINUTES OF THE PREVIOUS MEETING

Minutes of TALQAC meeting 5/08 held on Thursday, 12 June 2008 were accepted as an accurate record of the meeting subject to the addition of Professor Meek as a member of TALQAC rather than an observer.

3. MATTERS ARISING FROM THE MINUTES

Action Sheet

Item 1 – Report from Melbourne Consulting and Customs Programs (MCCP) – The MCCP report is due at the September meeting of TALQAC

Item 2 – MCCP part of University Evaluation Cycle - Ms Daroesman noted that it is not difficult to incorporate MCCP into the University QoT Cycle and the University Planning Office (UPO) will follow up.

Item 3 – *Interim Guidelines for Course Evaluation 2008* – This was discussed under item 7.1 of the Agenda

Item 4 – Characteristics of subjects with low QoT scores: This item will be presented in 2008 when UPO commitments permit commencement of work on this project

4. OFFICE OF THE PROVOST AND OTHER COMMITTEES

Matters from the Provost's Office

In the absence of Professor Elliott there was no discussion under this item.

Academic Programs Management Committee (APMC)

Professor Slocombe reported that the last APMC meeting has occurred and the Committee has been subsumed by the Melbourne Model Committee which is to function as one of three determinative Committees reporting to Senior Executive.

The Master of Science was approved at the APMC meeting and sent onto PCPC. In addition there was discussion in relation to the definition of breadth and rules for Concurrent Diplomas with the New Generation Degrees.

Undergraduate Programs Committee (UGPC)

Professor Slocombe reported that UGPC received the tabled Concurrent Diplomas Policy inviting feedback from members. Issues discussed by the Committee included the high drop-out rate for students undertaking Concurrent Language Diplomas; the difficult situation whereby a student who undertook two languages as part of a Bachelor of Arts as well as a Concurrent Diploma in Modern Languages and then decided to discontinue the Diploma would have effectively utilised all the available credit points at first and second year level and so have insufficient prerequisites for undertaking other subjects as a major; selection and load implications of Concurrent Diplomas; the timing of entry in to Concurrent Diplomas (i.e. whether students should be allowed to enrol in the Diploma at the start of their undergraduate degree or after having completed fifty points as breadth); and the implications of Concurrent Diplomas for the Student System.

The Committee gave in-principle support for the draft policy and forwarded it onto SPC for comment.

Postgraduate Coursework Programs Committee (PCPC)

Professor Slocombe noted that research pathways were discussed at PCPC. Associate Professor Wlodek queried if equity issues relating to access students have to scholarships if they choose the Masters to PhD pathway as opposed to the Honours pathway, where no scholarships are available, have been dealt with. It was noted that a response will be sought from Professor Pattison at the August meeting.

Teaching and Learning Development Committee (TALDEC)

Professor Slocombe reported that the Committee received the revised e-Portfolio Discussion Paper outlining the potential benefits of e-Portfolios and issues associated with their implementation. TALDEC also received the *Proposal for an Australian Higher Education Graduate Statement*. The Australian Higher Education Graduate Statement will align the tertiary education sector with international trends in providing improved documentation to graduates, enhancing their international mobility.

The Committee endorsed the revised paper on *Guidelines for Effective Group Projects at the University of Melbourne* and the paper will be considered by the Policies and Procedures Working Group.

TALDEC also received the report *Recommendations From Steering Committee On Integrating Language And Disciplinary Teaching* based on the findings of a literature review and think-tank session exploring models for integrating language and disciplinary teaching. The report highlighted the distinct benefits to be gained from more closely integrating English language and disciplinary teaching noting that such programs would benefit from being systematically developed at a School or Department level. Among other findings it was noted that English language support is most effective for enhancing student learning when embedded into overall course design instead of remaining on the periphery of curriculum design where it is considered to be the responsibility of individual students and the language skills advisors. The report also suggested that TALQAC should give some consideration to biannual evaluation of English language programs. Recommendations presented in the report had budget implications and TALDEC suggested that a revised paper be presented to the Committee incorporating important discussion points.

Members requested this report also be presented to TALQAC, being cognisant of the inherent QA issues involved. Noting that English language is also a part of the wider graduate attribute agenda with communication skills crucial for graduate employment as well as a pre-requisite for international students seeking permanent residency, TALQAC sought the opportunity to comment on the paper. There was also some discussion about the report tabled at TALDEC having been developed in apparent isolation from the University of Melbourne Task Force on English Language Bridging and Support Programs on which several TALQAC members serve.

Professor Slocombe has since indicated that the revised *Recommendations From Steering Committee On Integrating Language And Disciplinary Teaching* (which will be presented to TALDEC in September) will be made available to TALQAC in October for comment.

Policy and Procedures Working Group

Professor Slocombe reported that although the Assessment Policy had been approved by Academic Board at the 26th June meeting, further consultation and refinement are still being undertaken.

Reports from Student Representatives

The Committee received and approved the TALQAC Report to Academic Board on Teaching and Learning Issues raised in the UMPA Position Paper and the Faculty of Arts Response to TALQAC's Concerns, subject to the change under point 1 which is to read that TALQAC recommends the Faculty of Arts monitors the workload of all supervisors (not just primary supervisors) to ensure the quality of supervision is not compromised. This will form part of TALQAC's Report to Academic Board.

Mr Williams reported that there was a concern in some Faculties and Schools in relation to the quality of training/experience of Committee members investigating allegations of academic misconduct brought against students. Professor Slocombe recommended that the issue needs to be presented in a draft paper to the President of the Academic Board who will then advise if a more formal paper needs to be presented to TALQAC. Members also suggested that UMPA raise the issue with the Associate Dean, Teaching and Learning, in the relevant Faculties/Schools.

5. EMERGING INNOVATIONS

There was no discussion under this item.

6. EVALUATION CYCLE AND QUALITY MEASURES

Evaluation Cycle

There were no reports for discussion under this item.

Quality Measures

There were no reports for discussion under this item.

7. WORKING GROUPS

Course Evaluation Strategy and Design Working Group

The Committee received and endorsed the Interim Guidelines for Course Evaluation 2008 designed for the evaluation of courses in the School of Dentistry, the VCA and the School of Engineering in Semester II 2008. Prior to the meeting, the Guidelines had been sent to appropriate academic staff in Faculties/Schools for further consultation and feedback. TALQAC supported presentation of the Guidelines to Academic Board with the recommendation that they be adopted.

Associate Professor Guillemin reported that the Working Group will now progress to Phase II which will be the design and development of a comprehensive strategy for course evaluation to be implemented from 2009, taking into account the University's Growing Esteem strategy, relevant QA frameworks such as those developed by AUQA, the necessity to ensure continuing high quality of courses being taught out and evaluation of specific aspects of the New Generation Degrees (such as breadth subjects). Professor Hawthorne noted the need for additional academic staff members for Phase II as well as on the TALQAC Review Panels for Dental Science, the VCA and Engineering. It was agreed that a list will be sent out confirming Chairs and members for each of these processes ensuring an equitable Committee workload for members. UPO will also prepare a document outlining the time commitment and role expected of TALQAC members in the course reviews. Each Working Group and Review Process will culminate in the preparation of a report to TALQAC and after endorsement by the Committee this will be presented to Academic Board.

Professor Hawthorne thanked members in advance for their support noting that this is a time when staff are extremely busy and over-committed.

Since the meeting the following membership has been established for each of the Review Panels and the Working Group. Information prepared by UPO designed to give members an idea of the time commitment and workload involved was also sent out.

ABP Review Panel

(expected completion approximately August 2008)

Chair: Professor Leslyanne Hawthorne
Associate Professor Marilys Guillemin
Ms Sue Sleep and Mr Guy Edwards (UPO)
Associate Professor Kim Watty (from 2008)
Mr Shaun Khoo (from 2008)

Engineering Review Panel (2008)

(expected completion approximately October/November 2008)

Chair: Professor Lesleyanne Hawthorne
Associate Professor Mary Wlodek
Professor Camille Cameron
Professor Ken Gelder
Ms Sarah Quek (New President MUOSS)
Ms Sue Sleep (UPO)

VCA Review Panel (2008)

(expected completion approximately October 2008)

Chair: Professor Gillian Wigglesworth
Associate Professor Steven Holloway
Ms Onagh Bishop
Associate Professor Kim Watty
Professor Prem Bhalla
Ms Sue Sleep (UPO)

Dental Science Review Panel (2008)

(expected completion approximately September 2008)

Chair: Professor Nick Haslam
Ms Tammi Jonas
Associate Professor Jenny George
Dr Pat McLean
Dr Marion Campbell
Ms Sue Sleep (UPO)

Course Evaluation Strategy and Design Working Group (Phase II)

(expected completion approximately October/November 2008)

Chair: Professor Lesleyanne Hawthorne
Professor Richard James
Professor Lynn Meek
Associate Professor Kim Watty
Professor Nick Haslam
Mr Shaun Ewen
Dr Pat Mclean
Ms Sarah Quek
Mr Shaun Khoo
Mr Paul Fijn
Ms Suzanne Daroesman, Ms Sue Sleep and Mr Bill Jones (UPO)
Professor Prem Bhalla
Associate Professor Steven Holloway
Dr Marion Campbell
2 x Associate Dean Teaching and Learning (co-opted members to be determined)

Seven academic staff who have recently been promoted to full Professor have also been invited to participate, to ensure strong academic representation on the Review Panels and the Working Group.

ABP Review Group

Professor Hawthorne has contacted Professor Kvan, Dean of Architecture, to discuss the organisation of a formal follow-up meeting with the TALQAC ABP Review Group in late July/the first week of August to be completed prior to the departure of Associate Professor Guillemín on study leave. Professor Hawthorne also invited Mr Khoo to be part of the Review Panel which will undertake focus groups with students to review ABP's progress in implementing the Action Plan presented to TALQAC in Semester I 2008. Mr Khoo has agreed and has been sent a copy of the *TALQAC Review of the Faculty of Architecture Building and Planning* and the *Response by the Faculty of Architecture Building and Planning*.

Quality of Teaching Survey Working Group

Professor Moffat reported that the UPO is in the process of categorising the comments received for Breadth subjects thematically and a draft report will be presented to TALQAC at the August meeting. It was noted that there were no major differences between the responses of students taking the subject as breadth or as an integral part of their course.

Examinations Working Group (EWG)

There was no discussion under this item

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

There was no discussion under this item

8. FOR INFORMATION

There were no items for information

9. OTHER BUSINESS

There was no discussion under this item

10. NEXT MEETING

The next TALQAC meeting will be held on Thursday, 14th August from 2.15 pm - 4.15 pm in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 3.10 pm.