

**THE UNIVERSITY OF MELBOURNE**  
**TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE**  
**MEETING 5/03**

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 5 June 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

**Present**

Professor Brian Galligan in the Chair, Professor Andrew Christie, Dr Mark A Elgar, Dr Mary R. Emison, Associate Professor Carol Johnston, Mr Alexander Lew, Professor Craig McInnis, Professor Peter McPhee, Professor Alistair Moffat, Professor Terry Nolan, Professor Field Rickards, Dr Ann Roberts, Ms Jenny Stephens, Professor Leon Sterling, Associate Professor Peter Tregloan, Mr Lachlan Williams, Professor Doris Young.

**Apologies**

Professor Margaret Britz, Professor Kwong Lee Dow, Mr Nick Melchior, Professor Johanna Wyn.

**Observer**

Associate Professor Su Baker, Ms Jillian Houston, Co-ordinator, Staff Development, Human Resources.

**In Attendance**

Ms Karen Roe (Committee Secretary).

**BUSINESS**

**1. Minutes of the Previous Meeting**

The minutes of meeting 3/03 held on Thursday 8 May 2003 were confirmed.

**2. Matters Arising from the Minutes**

**2.1 Action Sheet**

The Committee reviewed the action sheet from the previous meeting, and noted that most items had been completed or were in progress.

**3. Review of Academic Programs**

**3.1 Notices of Forthcoming Review of Academic Programs**

The Committee received for information a copy of correspondence from the Chair to the Deans of the Faculties of Law, Music and Science advising that TALQAC will review the Bachelor of Science, Bachelor of Music and postgraduate coursework programs in Law.

**3.2 Guidelines for Review of Academic Programs**

The Committee received and discussed the guidelines and report from the 2002 review of the Bachelor of Commerce. It was agreed the guidelines were suitable for the 2003

reviews with some modifications. Suggestions made in the report for improvement of the review process will be incorporated in the 2003 guidelines.

The Chair called upon Professor McInnis and Associate Professor Johnston to summarise their experiences of the 2002 review of the Bachelor of Commerce. Professor McInnis verbally reported that it gave him a better understanding of the priorities of the faculty. The interview with the Dean contextualised the Bachelor of Commerce among other courses in the faculty. Student focus groups conveyed their perspective on the degree structure. He recommended that a second interview with Deans take place at the end of the review process. Associate Professor Johnston verbally reported the review challenged faculty staff to contextualise the degree within university quality assurance processes. She recommended that:

- a) a meeting with Deans should take place before commencing the review to discuss the process and determine priorities,
- b) discussion with staff should be undertaken in smaller groups and feedback provided,
- c) feedback to student focus groups should be part of the process, perhaps by posting feedback on faculty and student association websites.

### **3.3 Questions for Review of Academic Programs**

The Committee received and discussed questions used in the 2002 review of the Bachelor of Commerce. It was agreed these questions were largely suitable for the 2003 reviews, but that other questions could be added:

- a) addressing processes and outcomes,
- b) based on data produced by the University Planning Office, eg progression rates,
- c) asking whether combined degrees are treated equally,
- d) to examine curricula in detail,
- e) to record the highlights of the student experience in each degree program.

Further variations to benefit each faculty will be made in discussion between the review team and faculty representative.

The Chair requested the members send any further edits or additions to the questions to the Secretary by email. These questions will be further considered at a meeting between the Chair, Professor McPhee and Professor McInnis on 16 June 2003. A revised copy of the questions, incorporating input from the members, will be placed on the agenda for the next meeting.

### **3.4 Review Teams**

The Committee received and revised the list of review teams for 2003 as follows:

#### Bachelor of Science

Professor Leon Sterling (Chair)  
Professor Andrew Christie  
Associate Professor Carol Johnston  
Ms Jenny Stephens  
Mr Scott Crawford

#### Bachelor of Music

Dr Mark Elgar (Chair)  
Professor Peter McPhee  
Professor Alistair Moffat

Dr Ann Roberts  
Mr Nick Melchior  
Law postgraduate coursework programs  
Professor Doris Young (Chair)  
Professor Brian Galligan  
Professor Terry Nolan  
Professor Field Rickards  
Mr Lachlan Williams.

It was agreed that team leaders will make appointments for a faculty visit in August 2003.

#### **4. Student Surveys**

##### **4.1 Quality of Research Supervision and Academic Support**

The Committee received the Evaluation Cycle report, 'Quality of Research Supervision and Academic Support, 2002'. The report indicated that students are mostly satisfied with supervision in research degrees. Dissatisfaction with resources occurred in some faculties more than others. A summary of the report will be posted on the University Planning Office (UPO) website. It was suggested the University of Melbourne Postgraduate Association (UMPA) could provide a link on the UMPA website to the UPO website, so that students who participated in the survey could receive feedback.

#### **5. Working Groups and Discussion Groups**

##### **5.1 Working Group on Minor Thesis**

The Committee received a verbal report from Dr Mary Emison on the progress of the Working Group on Minor Thesis. Further developments in the trial run of the questionnaire on the quality of the learning experience for postgraduate students completing a minor thesis by coursework are not expected until August 2003.

##### **5.2 Working Group on Field Placements**

The Committee received a verbal report from Professor Brian 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. The final report to the Academic Board will be a joint report by the TALQAC Working Group on Field Placements, Academic Programs Committee and the Compliance Office.

##### **5.3 Working Group on Assessment**

The Committee received a verbal report from Professor Craig McInnis on the progress of the Working Group on Assessment. Analysis of the undergraduate handbook for modes of assessment around the University, and a review of University statutes on assessment have been completed. A call for submissions to the review of assessment has been sent to faculties. Heads will be interviewed by telephone about policies and practices of assessment in their department. A discussion paper is expected to be completed in late June or July 2003. The full report is expected to be made available to the Committee in December 2003.

To ensure that consultation takes place between the TALQAC Working Group on Assessment, the Teaching and Learning (Multimedia Educational Technologies) Committee's Working Group on Assessment and the Academic Programs Committee's Working Group on Assessment Parameters, some members sit on two of these working groups.

#### **5.4 Working Group on Plagiarism**

The Committee received from the Working Group on Plagiarism a tabled progress report on the trial of the ASSESS and COPICAT plagiarism detection system. Professor Sterling verbally reported that a broad range of subjects have been screened for plagiarism. Overall, there has been 11% similarity to original sources, but few examples of egregious plagiarism have been detected. University policy on academic integrity is brought to the attention of students as part of a declaration which they must sign with each submission. The Working Group has been mindful of staff resources required in administering the system. Some reprogramming has been undertaken to tailor the software to the assessors' needs. There has been interest by external companies in commercialising the software. The Working Group on Plagiarism awaits the final submission by one of the subjects participating in the trial. The final report is expected to be made available to the Committee in July 2003.

Professor McPhee proposed that a larger trial be undertaken in 2004 before the University decides whether to adopt the ASSESS and COPICAT plagiarism detection system. The Vice-Chancellor has agreed to fund scoping for the proposal.

The Committee received a media clipping, 'The third degree', about action by other universities to reduce cheating by some students.

#### **5.5 Working Group on Transition**

The Committee received a verbal report from Associate Professor Carol Johnston on the progress of the Working Group on Transition. A first draft of the report and guidelines for transition programs have been drafted. The final report is expected to be submitted to the Committee in August 2003.

#### **5.6 Meeting on Postgraduate Coursework**

The Committee received a verbal report from the Chair on a meeting out of session between himself, Professor Britz, Professor Nolan, Mr Williams and Ms Habgood on Thursday 29 May 2003. The meeting focused on possible courses of action to address issues of quality in postgraduate coursework programs, and the roles of TALQAC, Academic Programs Committee, the School of Graduate Studies (SGS) and the University of Melbourne Postgraduate Association (UMPA) in this process. UMPA was requested to draft a supplementary issues paper with further details of student concerns for discussion at the next meeting.

Professor Nolan discussed the issues with the Dean of the SGS and the University Executive, and reported that SGS was supportive and keen to be involved in addressing problems in Masters programs.

### **6. Other Business**

#### **6.1 Sessional Teachers**

The Committee received from Professor McPhee a publication from the University of Queensland, 'Guidelines for Training, Managing and Supporting Sessional Teachers', for information.

### **7. Next Meeting**

The next meeting will be held at 2.15pm Thursday 10 July 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  
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  
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