

CONFIRMED

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 5/04

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 10 June 2004 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Members

Professor Leon Sterling (Chair), Mr Matthew Belleghem, Professor Jeff Borland, Ms Gaby Bright, Professor Michael Bryan, Dr Mark Elgar, Dr Mary Emison, Professor Mary-Jane Gething, Professor Graham Hutchinson, Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Mr John Osborn, Professor Peter McPhee, Professor Terry Nolan and Professor Pip Pattison.

Observers

Nil.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Su Baker, Ms Maddy McMaster, Professor Alistair Moffat, Professor Field Rickards, Dr Ann Roberts, Ms Jenny Stephens, Associate Professor Peter Tregloan, Professor Johanna Wyn and Professor Doris Young.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 13 May 2004 were confirmed as an accurate record.

3. Matters Arising from the Minutes

3.1 Action Sheet

The Committee received and reviewed the action sheet from the previous meeting. Further discussion took place in regard to the following action item:

3.1.10 Working Group on Academic Honesty: Policy for Plagiarism Detection Software

The Committee received from Professor McPhee an email reporting the Information Division is hopeful of making an appointment shortly to the position

of administrator of Turnitin, the plagiarism detection software. Information about the software is available on the University's academic honesty website at <http://www.services.unimelb.edu.au/plagiarism/news.html>.

3.1.14 TALQAC Representation on TALMET

The Committee noted that Associate Professor Johnston will be the TALQAC representative on the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) for semester one 2004, and another nominee will be considered for semester two 2004.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

The Committee received from Professor McPhee, as a member of the Quality Assurance and Accountability Committee (QAAC), a verbal report on current issues before QAAC. Preparations are underway for the audit of the University by the Australian Universities Quality Agency (AUQA) in July 2005. He tabled the summary to the portfolio of documents on quality auditing processes that will be submitted to the Planning and Budgets Conference at Lindenderry for endorsement in June 2004, to Council for approval at the end of 2004, and then to AUQA. Professor McPhee requested the Secretary include the complete set of quality assurance documents on the next agenda. He advised that AUQA may wish to speak to the Chair during the audit.

4.2 Academic Programs Committee

The Committee received from Professor Bryan, as Chair of the Academic Programs Committee (APC), a verbal report on current issues before the APC. The reports of the APC Working Group on Assessment Parameters and Course Work Loads, TALQAC Working Group on Assessment, and TALMET Working Group on On-line Assessment were received. A report from Headstart on electronic communication with students led to the formation of a new working group. A new policy for subjects offered outside regular semesters was endorsed. Disability access and special consideration were discussed.

4.3 Melbourne University Private Committee

The Committee received from Professor Sterling, as a member of the Melbourne University Private Committee (MUPC), a verbal report on current issues before MUPC. Guidelines for PhD students were discussed, and the guidelines document will be forwarded to the Academic Board.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Johnston, on behalf of Associate Professor Tregloan who is Chair of TALMET, a verbal report on current issues before TALMET. Formation of a working group to implement the recommendations contained in the report by the Working Group on On-line Assessment is being considered. TALMET will hold a forum on learning management systems on 13 July 2004. *Blackboard* will be implemented at the University as a replacement for *Webrast* in two phases: firstly to information technology staff, and secondly to teaching staff.

5. Review of Academic Programs 2004

5.1 Review Schedule

The Committee received the updated schedule for the review of academic programs in 2004.

5.2 Review Panel Appointments

The Committee received the revised schedule of appointments for the review panels in 2004. It was noted the representative from the Centre for the Study of Higher Education to discuss review objectives, processes and reporting writing at the briefing session for review panels may be Dr Richard James.

5.3 Review Panel Membership

The Committee received the updated review panel membership list for the review of academic programs in 2004.

5.4 External Academics to Participate in the Review Process

The Committee received a verbal report from the Chair that three international academics were invited to participate in the review of undergraduate programs in the Victorian College of the Arts (VCA), but each was unavailable. The Chair undertook to discuss with Professor Rickards whether a fourth international academic should be approached, or whether another approach to benchmarking for the VCA review should be considered. Dr Emison requested the University Planning Office be apprised of the outcome.

6. Evaluation Cycle and Student Administration Reports

6.1 Reporting of Errors in Examinations

The Committee received and noted the guidelines, 'Reporting of Errors in Examinations', as approved by the Academic Board on 27 May 2004.

6.2 Examination Venue Conditions

The Committee received from Mr Gerry Barretto, Manager of Examinations and Graduations, a report in response to findings about examination venues reported in the summary report and appendix 3 of the 'Quality of Administrative Services for Students: Report of the 2003 Survey of Students Based at the Parkville Campus'. The Committee discussed the following areas of concern about conditions at the Royal Exhibition Buildings during examinations: visibility of clocks, security lockers for bags, shelter from rain in waiting areas, stability of tables, and proximity of the invigilators' and students' seating areas. The Chair requested that Dr Elgar write to Mr Barretto requesting his response to these concerns.

7. Learning & Teaching Performance Fund

The Committee received from Professor McPhee an issues paper about the 'Learning and Teaching Performance Fund', which will be implemented by the Department of Education, Science and Training (DEST) in 2005, and the University submission in response. Professor McInnis is the University representative on the advisory committee to DEST. Allocation of the fund will be determined in two stages. In stage one, the University must provide evidence of quality assurance policies and processes. In stage two, the University must demonstrate its performance in learning and teaching. The Committee provided feedback on the response paper by Professor McPhee, and discussed the performance indicators stipulated by DEST, consultation process, philosophies of teaching, graduate skills assessment test, importance of University survey data, student attrition and progression rates.

8. Working Groups

8.1 Working Group on Minor Thesis

The Committee received from Dr Emison a verbal report on the progress of the Working

Group on Minor Thesis. The 2004 survey of the quality of the learning experience for students undertaking a minor thesis (honours and postgraduate coursework) will involve all faculties. A meeting was a few weeks ago with representatives of all such faculties. The survey will be conducted in September/October 2004, and outcomes will be released in 2005.

8.2 Working Group on Assessment

The Committee received from Professor Pattison a verbal report on the progress of the TALQAC Working Group on Assessment, APC Working Group on Assessment Parameters and Course Work Loads, and TALMET Working Group on On-line Assessment. A meeting was convened with the chairs of the three working groups during which it was resolved not to combine the three working group reports, but to attach a summary with a consolidated set of recommendations for presentation to the Academic Board this month. Professor Pattison undertook to send this summary to the Secretary for the report to the Academic Board. A working group may be formed to implement the recommendations in stages and monitor outcomes. The Chair thanked Professor Pattison for coordinating the three working groups, and requested the Secretary notify the members of the website address when the reports and summary are widely available.

8.3 Working Group on Intellectual Property in Undergraduate Courses

The Committee received draft terms of reference for the Working Group on Intellectual Property in Undergraduate Courses. The Chair verbally reported that Ms Julie Rodman, Manager of Multimedia Licensing and Technology Contracts, Research and Innovation Office, is the member who will advise the working group on wider University policy on intellectual property. The Committee urged the Chair to further pursue recruitment of an undergraduate student to join the working group.

8.4 Working Group on TALQAC Processes

The Committee received revised terms of reference for the Working Group on TALQAC Processes. Dr Elgar verbally reported that a meeting will be held to discuss the proposal that two Committee meetings per year be allocated to discussion of data releases from the University Planning Office. Dr Elgar was requested to add to the terms of reference a point about the examination of the similarity of TALQAC to faculty processes, and how these processes complement other Academic Board committee processes.

8. Other Business

Nil.

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 8 July 2004 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

The meeting closed at 3.30pm.

DISTRIBUTION

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

Professor Jeff Borland, Head, Department of Economics

Ms Gaby Bright, University of Melbourne Postgraduate Association

Professor Michael Bryan, Deputy Dean, Faculty of Law, and Chair, Academic Programs Committee
Dr Mark A. Elgar, Associate Professor, Department of Zoology
Dr Mary R. Emison, Director, University Planning Office
Professor Mary-Jane Gething, Department of Biochemistry and Molecular Biology
Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce
Associate Professor Jenny Lye, Department of Economics
Ms Claire McClelland, MU Student Union Ltd
Professor Craig McInnis, Director, Centre for the Study of Higher Education – DEPUTY CHAIR
Professor Peter McPhee, Deputy Vice-Chancellor (Academic)
Professor Alistair Moffat, Department of Computer Science and Software Engineering
Professor Terry Nolan, Head, School of Population Health
Mr John Osborn, Education Officer, MU Student Union Ltd
Professor Pip Pattison, Head, School of Behavioural Science, and Deputy Vice-President of the Academic Board
Professor Field Rickards, President of the Academic Board, Department of Learning and Educational Development
Dr Ann Roberts, Associate Professor, Department of Physics
Ms Jenny Stephens, Director, Academic Services (Student Programs)
Associate Professor Peter Tregloan, School of Chemistry
Mr Lachlan Williams, President, University of Melbourne Postgraduate Association
Professor Johanna Wyn, Head, Education Policy and Management
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

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 Administration
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
Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences
Ms Helen Hayes, Vice-Principal (Information)
Ms Elizabeth Lightfoot, General Manager, Faculty of Veterinary Science
Ms Lin Martin, Vice-Principal and Academic Registrar
Ms Monique MacRitchie, General Manager, Faculty of Architecture, Building and Planning
Mr Robert Northey, General Manager, Faculty of Music
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

FOR INFORMATION

Review Panel Members

Review Panel for the Bachelor of Arts

Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering, The University of Melbourne (Chair)
Professor Jeff Borland, Head, Department of Economics, The University of Melbourne
Ms Gaby Bright, University of Melbourne Postgraduate Association, The University of Melbourne
Professor Stephen Garton, Dean, Faculty of Arts, The University of Sydney
Mr Bill Jones, Planning Analyst, University Planning Office, The University of Melbourne
Professor Pip Pattison, Head, School of Behavioural Science, and Deputy Vice-President of the Academic Board, The University of Melbourne
Professor Leon Sterling, Department of Computer Science and Software Engineering, The University of Melbourne

Review Panel for Victorian College of the Arts undergraduate programs

Professor Terry Nolan, Head, School of Population Health, The University of Melbourne (Chair)
Associate Professor Jenny Lye, Department of Economics, The University of Melbourne
Professor Alistair Moffat, Department of Computer Science and Software Engineering, The University of Melbourne
Mr John Osborn, Education Officer, MU Student Union Ltd, The University of Melbourne
Professor Field Rickards, President of the Academic Board, Department of Learning and Educational Development, The University of Melbourne
Dame Janet Ritterman DBE, Director, Royal College of Music, London
Ms Sue Sleep, Project Officer, University Planning Office, The University of Melbourne
Ms Jenny Stephens, Director, Academic Services (Student Programs), The University of Melbourne

Review Panel for Engineering postgraduate coursework programs

Dr Ann Roberts, Associate Professor, Department of Physics, The University of Melbourne (Chair)
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association, The University of Melbourne
Emeritus Professor Michael Brisk, Department of Chemical Engineering, Monash University
Professor Michael Bryan, Deputy Dean, Faculty of Law, and Chair, Academic Programs Committee, The University of Melbourne
Ms Sue Sleep, Project Officer, University Planning Office, The University of Melbourne
Professor Johanna Wyn, Head, Education Policy and Management, The University of Melbourne
Professor Doris Young, Department of General Practice, The University of Melbourne

Working Group Members

Working Group on Assessment

Professor Craig McInnis, Director, Centre for the Study of Higher Education (Chair)
Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts
Associate Professor Joy Damousi, Department of History
Ms Agnes Dodds, Faculty Education Unit, Faculty of Medicine, Dentistry and Health Sciences
Dr Carole Hooper, Centre for the Study of Higher Education
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce
Professor Garry Marchant, Deputy Dean, Faculty of Economics and Commerce
Professor Leon Sterling, Department of Computer Science and Software Engineering

Working Group on Intellectual Property in Undergraduate Courses

Professor Leon Sterling, Department of Computer Science and Software Engineering (Chair)
Professor Mary-Jane Gething, Professor and Deputy Head (Academic), Department of Biochemistry and Molecular Biology
Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering
Ms Claire McClelland, MU Student Union Ltd
Ms Julie Rodman, Manager, Multimedia Licensing & Technology Contracts, Research and Innovation Office
Associate Professor Peter Tregloan, School of Chemistry

Working Group on Minor Thesis

Dr Mary Emison, Director, University Planning Office (Chair)
Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association
Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office
Professor Barbara Evans, Dean, School of Graduate Studies
Associate Professor Cathy Falk, Deputy Dean, Faculty of Music
Professor Craig McInnis, Director, Centre for the Study of Higher Education

Working Group on TALQAC Processes

Dr Mark A. Elgar, Associate Professor, Department of Zoology (Chair)
Dr Mary Emison, Director, University Planning Office
Associate Professor Jenny Lye, Department of Economics
Professor Craig McInnis, Director, Centre for the Study of Higher Education

Karen Roe 8.55am 22/6/04, LS 11/6/04, ME 21/6/04, TALQAC 2004\minutes\TALQAC minutes5.04

Signed by the Chair: _____ and dated: _____