

CONFIRMED

THE UNIVERSITY OF MELBOURNE

ACADEMIC BOARD

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

Meeting 5/05

MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 9 June 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Committee Members

Professor Leon Sterling (Chair), Professor Jeff Borland, Professor Glenn Browning, Ms Suzanne Daroesman, Dr Mark A Elgar, Dr Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Alistair Moffat (for items 1-7.4 only), Associate Professor Peter Tregloan, Mr William Watson and Professor Doris Young.

Observers

Nil.

By Invitation

Dr Kerri-Lee Harris (for items 7.1 and 7.4 only).

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Su Baker, Professor Michael Bryan, Mr Paul Donegan, Professor Patrick Griffin, Professor Alun Jackson, Professor Peter McPhee, Ms Susanne Munro, Professor Pip Pattison, Professor Loane Skene and Ms Jenny Stephens.

1.2 Attending

The Committee welcomed Dr Kerri-Lee Harris to the meeting at 3.15pm for item 7.1 and 7.4.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 12 May 2005 were confirmed as an accurate record.

3. Matters Arising from the Minutes

3.1 Action Sheet

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

3.1.3 Transition Programs

The Committee received a tabled email dated 6 June 2005 from Ms Clare Rhoden to Ms Stephens and a tabled report, 'Audit of Postgraduate Transition Initiatives 2002', in response to an issue which arose during the review of Engineering postgraduate coursework programs in 2004 about the lack of coordination of transition programs which are run centrally, as well as from the faculties and the School of Graduate Studies, especially the induction of students. The Chair requested the Secretary place the email and report on the next agenda for discussion.

3.1.9 Quality of Research Supervision and Academic Support

The Committee **resolved** to forward the evaluation cycle report, 'Postgraduate research student feedback on the quality of research supervision and academic support: report of the 2004 survey, and trend from 1997', to the Academic Board in July 2005 after it has received from Ms Daroesman appendix 1, responses to the 2002 survey results by the School of Graduate Studies and the faculties. The Chair called for a volunteer to deliver a short, verbal overview of the report at the Academic Board meeting in July 2005.

3.1.21 Review of the Evaluation Cycle Reports

The Committee received from the Chair a verbal report confirming the Committee will facilitate discussion of the evaluation cycle reports, including the 'Course Experience Questionnaire', at a 'Head Spaces' forum in August 2005.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

This item was deferred until the next meeting.

4.2 Academic Programs Committee

This item was deferred until the next meeting.

4.3 Melbourne University Private Committee

The Committee received from the Chair a verbal report that a special meeting of the Selection Procedures Committee and the Academic Programs Committee was held recently to discuss processes to merge students and courses of Melbourne University Private (MU Private) with the University of Melbourne following the decision to hand back to the state government by the end of 2005 the licence for MU Private to operate as a University.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Tregloan a verbal report about current issues before the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET). Implementation of the learning management system,

'Blackboard 6.0', is progressing with 145 subjects nominated for piloting in semester 2. Associate Professor Helen Lange, Director of the MBA Program at Universitas 21 Global, and Dr Mike Goldberg, Chief Academic Officer at Universitas 21 Global, attended the TALMET meeting to give a presentation about the development of online subjects in the Universitas 21 Global MBA program. Ms Sally-Anne Leigh reported to TALMET on her visit to Massachusetts Institute of Technology (MIT) and her discussions there concerning iCampus, the project to develop information technologies for higher education.

The TALMET Evaluation Strategy Group will visit faculties to evaluate information technology programs in regard to teaching and learning this year. The issue of funding staff innovation will be discussed during these visits. The Chair requested the evaluation reports be made available to members of TALQAC.

4.5 Steering Committee for the Turnitin Trial

The Committee received from the Chair a verbal report that recommendations about the plagiarism detection software by Turnitin forwarded from the previous meeting were approved by the Academic Board.

5. Course Reviews

5.1 Review Schedule

The Committee received the updated 'Course Reviews: Schedule 2005' for the 2005 reviews of the Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and combined degrees (Engineering), Bachelor of Education (Primary), Bachelor of Early Childhood Education, Bachelor of Early Childhood Studies, Bachelor of Learning Development and Training, Bachelor of Teaching and combined degrees (Education), Bachelor of Veterinary Science and Bachelor of Animal Science (Veterinary Science), and Economics and Commerce postgraduate coursework programs.

5.2 Correspondence with External Academics

The Committee received letters dated 31 May 2005 from the Secretary to Dr Glen Coleman, Professor Gill Palmer and Professor Alan Reid and emails dated 20 and 23 May 2005 between the Secretary and Professor David Abramson confirming accommodation bookings, and arrangements for payment of travel fares for their visit to the University to participate in the review process as external academics on the review panels.

6. Evaluation Cycle and Student Administration Reports

6.1 Process for Quality of Teaching Questionnaire

The Committee received email correspondence dated 9 and 13 May 2005 between Professor Skene and Mr Lachlan Cameron, and an undated letter from an unknown student with a complaint about some teaching staff who had breached processes for confidentiality of the 'Quality of Teaching' surveys by collecting the survey themselves. It was noted the policy for processing the 'Quality of Teaching' surveys states that administrative staff must collect the completed surveys from students.

7. Working Groups

7.1 Assessment Implementation Working Group

The Committee received from Dr Kerri-Lee Harris a document, 'The Assessment Review Tool', which was prepared in response to recommendations forwarded by the Assessment Implementation Working Group. The discussion with Dr Harris focused on

developmental approaches to enhance assessment practices, application of the review tool to less essay based subjects in engineering and science, assessment of problem solving ability, benefits of changing assessment method throughout a subject, feedback to students about exam results, and best timing for staff to undertake a review of their assessment practices. The Chair requested the members contact Dr Harris with any further feedback.

The Secretary was requested to place the report from the Working Group on Assessment on the next agenda.

7.2 Working Group on Communication Issues and Combined Degrees

The Committee received from the Chair a verbal report that the Working Group on Communication Issues and Combined Degrees met recently. Ms Daroesman undertook to provide a special report using data from the 'Course Experience Questionnaire' of student feedback about communication between faculties and between faculties and students enrolled in combined degrees for the provision of course advice.

7.3 Working Group on Intellectual Property in Undergraduate Courses

The Committee received and **approved** the tabled, revised terms of reference for the Working Group on Intellectual Property in Undergraduate Courses.

7.4 Working Group on TALQAC Processes

The Committee received from the Working Group on TALQAC Processes a 'Progress Report to TALQAC Meeting 5/05 (June 2005)'. The Committee **approved** the recommendations of the Working Group to develop:

- i. statement to clarify the purpose, role and use of the 'Quality of Teaching' survey,
- ii. guidelines for departments to assist them in developing appropriate processes of conducting quality assurance of teaching and learning. This document will outline various auditing processes, and how this information can be used to implement best practice,
- iii. guidelines and information to assist departments and staff in interpreting the results of 'Quality of Teaching' surveys,
- iv. guidelines for the dissemination of the survey results as feedback to students.

The Committee discussed the evolution of the 'Quality of Teaching' survey from its original purpose as solely a qualitative measure of teaching to its current use as a qualitative measure of teaching as well as a qualitative measure of staff performance used in staff appraisals and applications for promotion. The possibility of conducting separate surveys to measure quality of subjects and teaching was discussed also. The Chair requested the Working Group provide a report modelling best practice in conducting the survey.

7.5 Proposed Working Group on Examination Conditions and Processes

The Committee received from the Chair a verbal report confirming that a Working Group on Examination Conditions and Processes has been formed by the APC and TALQAC. It will meet after each examination season to review examination reports provided by Student Administration, budgetary issues surrounding the improvement of examination conditions and the use of dictionaries in examinations. Professor Pattison has undertaken to write the terms of reference.

7.6 Working Group on Minor Thesis

The Committee received from the Working Group on Minor Thesis a 'Report to

TALQAC on the Future of the Evaluation Cycle Pilot Survey on Supervision of Minor Theses: Meeting 5/05'. The Committee **endorsed** the recommendations that:

- i. it adopt the survey of students undertaking a minor thesis/research project into the Evaluation Cycle,
- ii. the survey be conducted every two years with the next survey to be conducted in semester 2 2006,
- iii. the University Planning Office, in consultation with the faculties, develop administrative procedures for the conduct of the survey including:
 - a. the roles and responsibilities of faculties, departments, the University Planning Office and TALQAC,
 - b. measures to improve the response rate,
 - c. subject selection including criteria for a minimum thesis length of 8000 words,
 - d. exemption from the survey for faculties with fewer than 15 enrolments,
 - e. reporting of outcomes.

8. Other Business

Nil.

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 7 July 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.10pm.

DISTRIBUTION

Committee 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 Bellegem, President, University of Melbourne Postgraduate Association

Associate Professor Prem Bhalla, Agriculture and Food Systems

Professor Jeff Borland, Head, Department of Economics

Professor Glenn Browning, Professor in Veterinary Microbiology, Department of Veterinary Science

Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law

Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office

Mr Paul Donegan, Chair, Interim Student Representative Committee

Dr Mark A Elgar, Associate Professor, Department of Zoology

Professor Patrick Griffin, Head, Learning and Educational Development

Professor Alun Jackson, Department of Social Work

Dr Richard James, Associate Professor and Acting Director, Centre for the Study of Higher Education, and Associate Dean, School of Graduate Studies

Dr Carol Johnston, Associate Professor and Director, Teaching and Learning Unit, Faculty of Economics and Commerce

Associate Professor Jenny Lye, Department of Economics

Professor Craig McInnis, Policy Adviser to the Deputy Vice-Chancellor (Academic)

Professor Peter McPhee, Deputy Vice-Chancellor (Academic)

Professor Alistair Moffat, Department of Computer Science and Software Engineering

Ms Susanne Munro, Interim Student Representative Council

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science

Professor Loane Skene, President of the Academic Board and Pro-Vice-Chancellor, Law School

Ms Jenny Stephens, Director, Academic Services (Student Programs)

Associate Professor Peter Tregloan, School of Chemistry

Mr William Watson, University of Melbourne Postgraduate Association

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

By Invitation

Do not receive unconfirmed minutes

Dr Kerri-Lee Harris, Lecturer in Higher Education, Centre for the Study of Higher 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 Administrative Services

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

Dr Mary R. Emison, Acting Vice-Principal and Academic Registrar

Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences

Associate Professor Jennifer George, Associate Dean (Award Programs), Melbourne Business School

Ms Diana Harrison, Executive Officer, Faculty of Veterinary Science, Werribee campus

Ms Helen Hayes, Vice-Principal (Information)

Mr Robert Northey, General Manager, Faculty of Music

Mrs Joan Reese, General Manager, Faculty of Engineering

Mr Neil Robinson, General Manager, Faculty of Architecture, Building and Planning

Dr Christopher Stewardson, General Manager, Faculty of Science

Ms Lynne Wrout, General Manager, Faculty of Arts

Ms Fiona Zammit, General Manager, School of Graduate Studies

General Manager, Faculty of Law

REVIEW PANELS AND WORKING GROUPS

Review Panel Members

Review Panel for the Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and combined degrees

Professor Craig McInnis, Policy Adviser to the Deputy Vice-Chancellor (Academic) - CHAIR

Professor David Abramson, Department of Computer Science and Software Engineering, Monash University

Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law

Mr Paul Donegan, Chair, Interim Student Representative Committee, Interim Student Representative Council

Associate Professor Jenny Lye, Department of Economics

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science

Representative from the University Planning Office, The University of Melbourne - tba

Review Panel for the Bachelor of Education (Primary), Bachelor of Early Childhood Education, Bachelor of Early Childhood Studies, Bachelor of Learning Development and Training, Bachelor of Teaching and combined degrees

Dr Carol Johnston, Associate Professor and Director, Teaching and Learning Unit, Faculty of Economics and Commerce - CHAIR

Professor Glenn Browning, Professor in Veterinary Microbiology, Department of Veterinary Science

Dr Mark A Elgar, Associate Professor, Department of Zoology

Ms Susanne Munro, Interim Student Representative Council

Professor Alan Reid, Professor of Education, School of Education, University of South Australia

Ms Jenny Stephens, Director, Academic Services (Student Programs)

Representative from the University Planning Office, The University of Melbourne - tba

Review Panel for the Bachelor of Veterinary Science and Bachelor of Animal Science

Professor Alistair Moffat, Department of Computer Science and Software Engineering – CHAIR

Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association

Professor Jeff Borland, Head, Department of Economics

Dr Glen Coleman, Lecturer in Veterinary Parasitology, School of Veterinary Science, University of Queensland

Dr Richard James, Associate Professor and Acting Director, Centre for the Study of Higher Education, and Associate Dean, School of Graduate Studies

Professor Loane Skene, President of the Academic Board and Pro-Vice-Chancellor, Law School

Associate Professor Peter Tregloan, School of Chemistry

Representative from the University Planning Office, The University of Melbourne - tba

Review Panel for Economics and Commerce postgraduate coursework programs

Professor Patrick Griffin, Head, Learning and Educational Development - CHAIR

Associate Professor Prem Bhalla, Agriculture and Food Systems

Professor Alun Jackson, Department of Social Work

Professor Gill Palmer, Faculty of Business and Economics, Monash University

Professor Leon Sterling, Department of Computer Science and Software Engineering

Mr William Watson, University of Melbourne Postgraduate Association

Representative from the University Planning Office, The University of Melbourne - tba

Working Groups Members

Assessment Implementation Working Group

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science - CHAIR

Professor Glenn Bowes, Faculty of Medicine, Dentistry and Health Sciences

Dr Richard James, Associate Professor and Acting Director, Centre for the Study of Higher Education, and Associate Dean, School of Graduate Studies

Mr Peter Jones, Multi-Media Coordinator, Law School

Dr Michelle Livett, Associate Dean (Academic Programs), School of Physics

Ms Claire McClelland, Undergraduate Student, Interim Student Representative Council

Associate Professor Som Naidu or Mr David Hirst, Teaching, Learning & Research Support, Information Division

Mr Robert Northey, General Manager, Faculty of Music

Associate Professor Harald Sondergaard, Department of Computer Science and Software Engineering

Mr Christopher Yip, Postgraduate Student, Faculty of Economics and Commerce

Working Group on Communication Issues and Combined Degrees

Professor Michael Bryan, Chair, Academic Programs Committee, Law School – CHAIR

Mr Lachlan Cameron, Director, Student Administration and Systems, Academic Services

Dr Steve James, Department of Criminology

Ms Susanne Munro, Undergraduate Student, Interim Student Representative Council

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science

Ms Francesca Pecoraro, Manager (Undergraduate), Faculty of Economics and Commerce

Professor Leon Sterling, Department of Computer Science and Software Engineering

Working Group on Intellectual Property

Professor Leon Sterling, Department of Computer Science and Software Engineering - CHAIR

Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering
Ms Patricia Oman, Undergraduate Student, Interim Student Representative Council
Ms Julie Rodman, Manager, Multimedia Licensing & Technology Contracts, Research and Innovation Office
Associate Professor Peter Tregloan, School of Chemistry

Working Group on TALQAC Processes

Dr Mark A. Elgar, Associate Professor, Department of Zoology - CHAIR
Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office
Mr Paul Donegan, Chair, Interim Student Representative Committee
Associate Professor Jenny Lye, Department of Economics
Professor Craig McInnis, Policy Adviser to the Deputy Vice-Chancellor (Academic)
Professor Alistair Moffat, Department of Computer Science and Software Engineering

Karen Roe 2.16pm 8/7/05, LS 14/6/05, TALQAC 2005\minutes\TALQAC minutes05.5

Signed by the Chair: _____ and dated: _____