

**THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD**

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 5/06

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2.15pm on Thursday 8 June 2006 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

MINUTES

PRESENT

Committee Members

Professor L Sterling (Chair), Professor Peter McPhee, Mr P Fijn, Associate Professor P Bhalla, Ms J Giles, Mr. Peter Beilby, Mr A Williams, Associate Professor L Hawthorne and Associate Professor P Tregloan.

Observers

Associate Professor S. Baker and Ms Diana Harrison

In Attendance

Mr. Yun-Han Lee and Ms K. Menezes (Committee Secretary)

BUSINESS

1. Formal Matters

1.1 Welcome to new members

The Chair welcomed Professor Peter McPhee and Mr. Peter Beilby who will be replacing Associate Professor Sue Elliott and Ms Jenny Stephens on the TALQAC Committee

1.2 Membership

The Committee agreed that the formal membership of TALQAC be expanded to include a representative of the Melbourne University Overseas Students Service (MUOSS). Mr. Yun-Han Lee, current President of MUOSS, will attend TALQAC Meetings.

1.1. Apologies

The Committee received apologies from Professor L. Skene, Professor T Goodwin, Professor P Griffin, Professor R James, Professor H Jackson, Professor A Moffat, Professor J Borland, Professor A. Jackson, Associate Professor J George, Mr D Rizzetti, Professor P Pattison and Associate Professor J Lye.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting were confirmed as a true record of the meeting.

3. Matters Arising from the Minutes

3.1. Action Sheet

The following items were discussed:

Item 1, 4 and 10 – Turnitin

- The Chair expressed concern about the compatibility issues between Turnitin and LMS especially as LMS will be rolled out to many more subjects over the next 18 months.
- In relation to concerns about the guidelines to assist staff with interpreting feedback Associate Professor Tregloan explained that the Melbourne/Monash Online Resource Project would provide guidelines to academic staff on how to interpret the feedback provided by Turnitin. Professor McPhee also noted that TALQAC had made recommendations to Academic Board two years ago which included a template to assist staff with making academic judgements on such issues.
- The Chair observed that while TALQAC needs to make recommendations regarding appropriate academic honesty software, it needs to understand a range of issues including its compatibility with LMS as it is expensive to maintain a number of different support environments
- Associate Professor Tregloan agreed to raise the issue of Turnitin at the next LMS Meeting
- The Chair to request a comprehensive report from Ms O'Brien, VP Information Services, on the compatibility, operational and support issues in relation to Turnitin

Item 9 – TALMET

- The TALMET Working Group on Online Subjects has put together a 'best practice' draft document which covers the development and delivery of online subjects including key educational considerations in online teaching and learning, a planning checklist for online subjects and a subject launch checklist
- The Chair expressed interest in sharing the draft document with the School of Enterprise Committee at their next meeting, as did Professor McPhee in sending the document to Ms Linda O'Brien, VP Information Services, in the context of the Report from the Curriculum Commission to Academic Board recommending that students have greater exposure to online learning
- Associate Professor Tregloan explained that the target to have 600 subjects online with 25,000 enrolled students by Semester II 2006 is on track

Item 12 – Student Organisation Report

Memo sent to Professor McPhee as Chair of the Curriculum Commission requesting a response to the issue of Course Advice

Item 13 – Transition Programs and Course Advice Working Group

Ms Hammond has been formally invited and has accepted the invitation to join this working group

Item 14 – Email Abuse

Email sent to Professor Stevens, Chair of the Student Communications Working Group (SCWG), requesting information if the formulation of appropriate penalties for email abuse forms part of the Working Group's 2006 responsibilities

Item 15 - Coffee

Plunger coffee promised but not delivered by the Servicing Agency. To be followed up by the Secretary

Action Sheet – Long Term Section

Item 13 – Bachelor of Arts: Review Report

The Chair suggested that in view of the new Melbourne Model, this item be removed

Item 14 – Academic Programs Committee

The Chair noted that the School of Enterprise met to look at the processes and quality of courses going through and will look at the Evaluation Cycle to align its processes to those of the University.

The Chair recommended that reports from the School of Enterprise be a standing item on the Agenda.

4. Other Committees

4.1. Academic Programs Committee (APC)

In the absence of the Chair there was no report under this item

4.2. Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET)

This report was delivered under Item 3.1

4.3. Melbourne Experience Committee (MEC)

Professor McPhee noted that the MEC was receiving regular reports on the development of the Learning Hubs and other student spaces which are being scoped out by Associate Professor Jamieson who is a leading expert on the design of student spaces. Associate Professor Tregloan noted that classes in the new Chemistry Lecture Theatre, (Associate Professor Jamieson is involved in its refurbishment) are scheduled to start in the last three weeks of Semester II 2006. TALQAC Committee members have received the *Dimensions of Student Experience, A Conceptual Framework of MEC Responsibilities for 2006*.

4.4. Student Organisation Report

There was no discussion under this item

5. 2006 Review Schedule

The following points were discussed under this item:

- The Chair informed the Committee that the Faculty of Architecture is concerned about the processes involved in carrying out the Quality Assurance Activities and also questioned the place of Course Reviews under the new Melbourne Model. Ms Giles commented that considering the number of current students who will still be in existing courses for a number of years, it is important that these courses still be reviewed regularly.
- The Committee recommended that TALQAC examine the best process to ensure that current students are supported and to this end write to each Faculty about quality assurance practices that will be undertaken to achieve this objective
- The Committee will reconsider the Review Schedule set up earlier in 2006

6. Evaluation Cycle and Student Administration

6.1. Academic Honesty: Turnitin

Discussion occurred under Item 3.1

6.2. Examples of Best Practice in Course Advice and Planning in QASSS

The Chair commented that the above examples were difficult to identify clearly in the QASSS Survey as student comments were very general

6.3. The Postgraduate Research Experience Questionnaire (PREQ) and the Higher Degree Research Graduate Destinations 2005 Outcomes

This item was added to the Agenda and the following points presented:

- The PREQ seeks the views of higher education graduates on various aspects of their research course such as supervision, infrastructure and examination
- The PREQ was sent with the 2005 Graduate Destination Survey (GDS) to all research students who completed in 2004. The two surveys are sent together each year by all institutions
- 371 GDS and 358 PREQ were completed for an average response rate of 50%
- The unemployment rate has improved with a drop from 3.6% in 2004 to 3.2% in 2005
- While graduates are generally satisfied with most aspects of their course the decrease in scale means and overall satisfaction from 2004 is a cause for concern and warrants additional monitoring
- Infrastructure and support continues to be one of the lower scale means, for the Masters students in particular
- Supervision comments were more often cited as a negative comment (57% negative) with all topics on supervision contributing to the outcome
- Career and post completion support appears to be an emerging issue

- The GDS seeks open ended responses on what graduates considered the best aspects of their course and what they considered to be in need of improvement. As such these did not often elicit full responses and as they are part of the standardisation across all institutions there is not much scope to alter it
- In response to Mr. Fijn's enquiry if the Survey could be used to record if Faculties are maintaining minimum infrastructure requirements, Ms Daroesman commented that the Quality of Research, Supervision and Support (QRS) survey which surveys current rather than completing students is a better instrument. The QRS is delivered once every two years and is scheduled to be conducted at the end of 2006
- The QRS Report goes to the Dean of SGS and it was suggested that this also be sent to the Academic Board
- It was recommended that the issue of minimum infrastructure requirements for research students be part of the Faculty reviews conducted over April and May

6.4. Planning for July Meeting

This item was discussed at the end. The July meeting is to focus on reviewing TALQAC processes in regards to the evaluation cycle reports. Mr. Fijn commented that Dr. Gordon, Director of the Statistical Centre, has expressed an interest in making a contribution to the evaluation conducted by the University. It was suggested that a meeting be convened between Mr. Gordon and the Planning Office as appropriate.

7. Working Groups

7.1. Faculty Assessment Practices

Mr. Fijn reported on behalf of the Chair. The Group is working on a framework to interview Faculties/Departments on assessment practices. In relation to the issue of including the VCA, Professor McPhee suggested that with the pressures of integration it was best to invite the VCA but to join leave the final decision to participate to their discretion.

7.2. Peer Review of Teaching

In the absence of the Chair there was no discussion under this item

7.3. Acquisition of Generic Skills

The Chair reported via correspondence that the Group has yet to meet

7.4. Transition Programs and Course Advice

Associate Professor Hawthorne reported that Ms Rhoden, Manager Transition and Ms Hammond, GM Careers and Employment, had been invited to join this working group and that Mr. Beilby will be replacing Ms Stephens who has resigned. The draft TORs were to be finalised at the first meeting. In relation to the Course Advice aspect, Professor McPhee noted that this has enormous implications in terms of the Melbourne Model where Course Advisers would be

more a University rather than a Faculty resource able to give impartial advice to students in the undergraduate programs as well as to new students commencing graduate programs. One of the Headstart Groups is also to examine the issue of Course Advice and it was recommended that some form of collaboration would be beneficial.

7.5. Assessment Implementation Working Group

There was no discussion under this item.

7.6. Examinations Working Group

There was no discussion under this item.

8. Other Business

8.1 Item from the Staff Newsletter

Preparation of Teaching Materials – Semester II

The Chair brought to the attention of the Committee an item from Staff News that all lecture notes need to be available to students 4 weeks prior to the commencement of Semester. Professor McPhee pointed out that this was an item posted by the Disability Liaison Unit (DLU) and this was a requirement when students had self identified to DLU staff as having a disability. The Chair recommended that a quality assurance report be requested from DLU on the implementation of this policy. Student representatives expressed a concern about sessional staff being adequately informed about this policy as significant levels of teaching is undertaken by them.

9. Next Meeting

The next meeting will be held from 2:15-4:15pm on Thursday 13 July 2006 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

The meeting closed at 4:10 pm.