

CONFIRMED

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 2/03

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 6 March 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

Present

Professor Brian Galligan (Chair), Professor Andrew Christie, Professor Kwong Lee Dow, Dr Mark A Elgar, Dr Mary R. Emison, Associate Professor Ken Gelder, Dr Richard James, 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

Associate Professor Su Baker, Professor Margaret Britz, Professor Johanna Wyn.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

2. Minutes of the Previous Meeting

The minutes of meeting 1/03 held on Thursday 6 February 2003 were confirmed, subject to an amendment to item 2.1 to reflect the correct title of Dr Paul Gruba.

3. Matters Arising form the Minutes

3.1 Action Sheet

The Committee reviewed the action sheet from the previous meeting. Discussion took place with regard to the following item:

3.1.1 Membership

The Chair confirmed that Dr Richard James will be the TALQAC nominee on the Teaching and Learning (Multimedia and Educational Technologies) Committee in 2003.

3.1.3 Suggested Orientation of TALQAC Visits to Faculties for 2003 and Beyond

The Committee received a paper from Professor Peter McPhee about refining the scope of the TALQAC annual faculty reviews to complement the university operational review and departmental self-assessments. Instead of visiting and reviewing all eleven faculties annually, the Committee approved undertaking annual reviews of three academic programs: two bachelors degrees and one postgraduate coursework program. These reviews will address, as central but not exclusive concerns, the success of the programs in addressing the needs of a diverse student population, the development of generic skills and graduate

attributes, and the linking of assessment strategies with these skills and attributes. The Committee agreed the review process will include giving feedback to heads of departments and students who participated in discussion groups.

The Chair, Professor McPhee and Professor Craig McInnis undertook to draft a four year plan for the reviews of academic programs for discussion at the next meeting.

3.1.5 Quality of Teaching Survey Questions

The Committee received a revised draft of the Quality of Teaching survey questions from Professor McPhee. The previous draft had been recommended to the Academic Board in February, but not approved. Instead, the Board requested revisions by the Committee. Due to the delay, the questionnaire cannot be implemented at the end of semester one.

The Committee discussed the survey questions. Professor McPhee undertook to further revise the survey questions, incorporating a preamble and comments by the Committee, for discussion at the next meeting.

4. University Planning and Accountability Cycle

4.1 TALQAC Membership and Terms of Reference

The Committee received its terms of reference and membership list for 2003. Discussion took place regarding the responsibilities of the Committee, particularly the international benchmarking of academic programs. It was suggested that measurement against international standards could be incorporated in the annual review of academic programs by seeking information from academic staff who have contact with colleagues in overseas universities.

The Committee discussed transition programs as another responsibility in the terms of reference. It was agreed that transition programs should be mentioned specifically in the annual review of award courses and programs.

4.2 TALQAC Work Plan for 2003

The Committee received a paper from the Chair which identified the following priority tasks for 2003 and onward:

- a) meeting objectives that pertain to TALQAC in the 'Teaching and Learning Management Plan';
- b) participation in the annual self-assessment of the Academic Board and its committees;
- c) performance against the terms of reference with special attention to:
 - international benchmarking of academic programs,
 - transition of students into courses and from courses into careers.

4.3 Annual Self-Assessment Proforma

The Committee received from Professor McPhee the segment of the annual self-assessment proforma pertaining to the Academic Board and its committees, and discussed the performance of the Committee against its terms of reference and larger university goals.

5. Student Surveys

5.1 Course Experience Questionnaire 2002

The Committee received from Dr Mary Emison the executive summary of the 'Course Experience Questionnaire 2002'. The full document will be distributed later.

5.2 Postgraduate Research Experience Questionnaire: 2001/2 Preliminary Outcomes

The Committee received from Dr Mary Emison the 2001/2 preliminary outcomes of the 'Postgraduate Research Experience Questionnaire'. It was noted the overall satisfaction level was quite high; however, the Committee expressed concern about the dissatisfaction level of Masters by coursework students.

5.3 Quality of Teaching, Semester 2, 2002

The Committee received the report, 'Student Feedback on the Quality of Teaching: Report on Semester 2 2002 and Trend Data' from Dr Mary Emison. An overall consistency of responses over the years was noted.

6. Cultural Diversity Project 2001-2002

The Committee received from Professor Craig McInnis the final report of the Cultural Diversity Project 2001-2002. Though the project concluded last year, the Committee agreed it will continue to work with faculties on cultural diversity.

7. Working Groups

7.1 Working Group on Minor Thesis

This item was deferred for consideration at the next meeting.

7.2 Working Group on Field Placements

This item was deferred for consideration at the next meeting.

7.3 Working Group on Assessment

This item was deferred for consideration at the next meeting.

7.4 Working Group on Plagiarism

The Committee received a verbal report from Professor Leon Sterling on the trial of the electronic plagiarism detection software, Advanced Student Electronic Submission System (ASESS). Six undergraduate subjects have been nominated for the trial. Academic staff teaching those subjects will meet to identify the main forms of plagiarism that will be monitored. Around 1000 student assignments will be screened for possible plagiarism. Professor Sterling will report on the results in June or July.

The Chair requested the Working Group on Plagiarism liaise with the TALMET Working Group on Assessment regarding on-line assessment.

8. Other Business

Nil.

9. Date of Next Meeting

The next meeting will be held at 2.15pm Thursday 3 April 2003 in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.15pm.

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, 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
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
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

In Attendance

Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts
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

Confirmed minutes

Ms Lin Martin, Vice-Principal and Academic Registrar

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