

CONFIRMED

**THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 2/04**

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 11 March 2004 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Members

Professor Leon Sterling (Chair), Professor Jeff Borland, Ms Gaby Bright, Professor Michael Bryan, Dr Mark Elgar, Dr Mary Emison, Professor Mary-Jane Gething, Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Peter McPhee, Professor Alistair Moffat, Professor Terry Nolan, Professor Pip Pattison, Ms Jenny Stephens, Associate Professor Peter Tregloan, Professor Doris Young.

Observers

Associate Professor Su Baker, Ms Maddy McMaster.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Professor Graham Hutchinson, Professor Field Rickards, Dr Ann Roberts, Mr Lachlan Williams, Professor Johanna Wyn, and noted that Professor Jeff Borland would attend from 3.15pm onwards.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 5 February 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.

3.2 Nine Principles of Teaching and Learning

The Committee received from the Centre for the Study of Higher Education the 'Nine Principles Guiding Teaching and Learning in the University of Melbourne' as further information to accompany the 'Teaching and Learning Management Plan 2004' received at the previous meeting.

4. Chair's Report

The Chair undertook to provide verbal reports from the Academic Programs Committee (APC) and Melbourne University Private Committee (MUPC) on which he serves as an ex officio member.

4.1 Academic Programs Committee

The Committee received from the Chair a verbal report on current issues before the APC. The Committee received the APC Working Group on Communication with Students report, 'Communication with Students', and noted that a formal protocol will be written by APC. The Chair invited the members to send him feedback on the report.

The Committee also received from the APC a paper from the Academic Board, 'Assessment Processing - Best Practice Guide', and were invited to send feedback to the Chair. The Committee discussed best practice in processing assessment results, and requested the Chair seek advice from the Compliance Office.

The Committee received from Professor Bryan, as Chair of APC, a verbal report that on-line lodging and processing of special consideration requests from students is under review. Revisions to the policy for use of dictionaries in examinations are being forwarded to the Academic Board. The Chair requested the Secretary distribute the revised policy to the members.

4.2 Melbourne University Private Committee

The Committee received from the Chair a verbal report on current matters before MUPC. Clarification of new PhD guidelines has been requested.

4.3 TALQAC Workload

The Committee received from the Chair a verbal report on workload for TALQAC members in 2004. The Chair requested that all members participate in the review of academic programs or a working group. Tasks and membership will be negotiated with members over the next few weeks.

4.4 TALQAC Representation on TALMET

The Committee received from the Chair a verbal report on a vacant membership position on the Teaching and Learning (Multimedia & Educational Technologies) Committee, and called for a volunteer from TALQAC. It was noted that Associate Professor Johnston and Associate Professor Tregloan are members of both committees.

5. Review of Academic Programs 2004

5.1 Notice of Forthcoming Reviews

The Committee received a memorandum from the Chair to the Dean of Arts, Dean of Architecture and the Director of the Victorian College of the Arts (VCA), dated 11 February 2004, advising that TALQAC will review the Bachelor of Arts, undergraduate programs at the VCA, and postgraduate coursework programs in the Faculty of Architecture, Building and Planning in 2004. Subsequently it was decided the review of postgraduate coursework programs in the Faculty of Architecture, Building and Planning would be deferred until 2006. The Committee received an additional memorandum from the Chair to the Dean of Engineering, dated 4 March 2004, advising that postgraduate coursework programs in the Faculty of Engineering would be reviewed in 2004.

5.2 Review Schedule

The Committee received a draft schedule for the review of academic programs in 2004, and noted that Professor McInnis should be invited to talk about Australian Universities Quality Agency review guidelines at the briefing session with review panels following the July meeting of TALQAC.

5.3 Senior External Academic to Participate in the Review Process

The Committee discussed inclusion of a senior, external academic in the review process. The role of the external academic would be primarily to comment on processes of the academic program rather than content, and provide external comparison. The external academic would travel to the University for the main faculty visit in early-mid August 2004, but would be briefed and invited to provide comments on the review report by correspondence. The academic would be selected with advice from the Dean of the faculty, but is expected to be a leading national person with an international perspective on the discipline. The Chair undertook to write to the Deans for suggestion of 2-3 names.

5.4 Review Panel Membership

The Committee received from the Chair a verbal report on membership of the panels to review:

- a. the Bachelor of Arts (chaired by Professor Hutchinson),
- b. Victorian College of the Arts undergraduate programs (chaired by Professor Nolan),
- c. Engineering postgraduate coursework programs (chair tba).

Each panel is expected to have five members. The Chair called for members to join these review panels.

5.5 Review Panel Appointments: Members' Availability

The Chair requested that members of the review panels email to the Secretary their availability in July and August for the faculty appointments.

6. Evaluation Cycle

6.1 Statistical Errors in Examination Papers 2001-2003

The Committee received from Student Administration a report on 'Errors in Examination Papers for Semester 2 (2001 to 2003)', and requested the Secretary circulate the report for Semester 1 2001-2003. It was noted that, over the three year period, some departments had a higher error rate than others, and some successfully addressed the problem so that a marked improvement has been recorded. The Committee requested the Chair write to departments about error rates in three successive semesters to draw attention to the issue.

6.2 Grading Errors in Examination Papers

The Committee received an email from Mr Gerry Barretto, Assistant Manager of Student Administration, to the Secretary, dated 1 March 2004, advising that no guidelines were in place to direct invigilators in grading errors in examination papers. The Committee **resolved** to develop guidelines for invigilators in recording errors in examination papers. The Chair invited the members to send suggestions on the content of these guidelines for discussion at the next meeting.

6.3 Course Experience Questionnaire 2003

The Committee received from the University Planning Office an evaluation cycle report,

'Course Experience Questionnaire 2003' without appendices, as well as a tabled copy of the complete report including appendices. An improvement in overall outcomes, particularly over the last two years 2002-3, was noted. Dr Emison verbally reported this data will be used by government audits to monitor the University's performance, and will be made public. A separate report will compare the University's performance to international universities.

6.4 Student Feedback on the Quality of Teaching: Report on Semester 2 2003 and Trend Data

The Committee received from the University Planning Office an evaluation cycle report, 'Student Feedback on the Quality of Teaching: Report on Semester 2 2003 and Trend Data'. Dr Emison verbally reported that respondents expressed a high level of overall satisfaction with their learning experience. Question 2 (well taught) had its highest rating of 3.9 for the second time. Question 4 (feedback) increased to its highest level ever. Three in every five undergraduate respondents agreed they felt part of a group of students and staff committed to learning in their subject while nearly four in every five postgraduates agreed. However, it was noted the wording of questions 7-8 may not be as effective as the prior wording.

The Committee discussed whether all heads of departments forward the report to teaching staff, and whether all departments respond actively to student feedback. It was noted the report is a public document; however, its circulation is limited. Dr Emison referred the members to the guidelines on the Student Administration website.

7. Working Groups and Discussion Groups

7.1 Working Groups 2003

The Committee received a paper, 'Working Groups 2003'. The Chair requested that members send to the Secretary any corrections to the paper.

7.2 Working Group on Minor Thesis

The Committee received from the University Planning Office an evaluation cycle report, 'Student Feedback on the Quality of Supervision and Academic Support – Students Undertaking a Minor Thesis/Research Project: Report on Pilot Survey Semester 2 2003'. Dr Emison verbally reported the Working Group on Minor Thesis completed the pilot survey. Honours students expressed the most positive feedback. Supervisor related questions received the highest mean score, but less satisfaction was expressed with the level of resources and support provided. A broader survey of students in all relevant faculties will be conducted across the University later in the year.

7.3 Working Group on Field Placements

The Committee received from Professor Pattison a verbal report on the progress of the Working Group on Field Placements. The 'Off-Campus Travel and Work Policy' by the Risk Management Office has not yet been approved by Administrative Committee and Council. When approved, it will be forwarded to the Academic Board together with the working group report.

7.4 Working Group on Assessment

The Committee received from Professor McInnis a verbal report on the progress of the Working Group on Assessment. The report on the review of assessment will be finalised at the next working group meeting, and presented to the Committee at the April meeting.

7.5 Working Group on Academic Honesty: Policy for Plagiarism Detection Screening

The Committee received from the Chair a verbal report on the progress of the Working Group on Academic Honesty. Negotiations over the contract for the plagiarism detection software available through www.turnitin.com are progressing. The Chair requested the Working Group develop a policy for plagiarism detection screening for use when the software is implemented at the University.

7.6 Working Group on Intellectual Property in Undergraduate Courses

The Committee formed a Working Group on Intellectual Property in Undergraduate Courses to look at subjects in which students generate intellectual property, such as software engineering. A chair has yet to be nominated. It was noted the terms of reference should include examination of the University's intellectual property and confidentiality agreements which includes postgraduates, but not undergraduates.

7.7 Working Group on TALQAC Processes

The Committee received an email from Dr Elgar to the Chair, dated 17 February 2004, about the interpretation and purpose of the 'Quality of Teaching Questionnaire'. A Working Group on TALQAC Processes, chaired by Dr Elgar, was formed to monitor the gathering and distribution of data by TALQAC and performance outcomes. The Committee requested that terms of reference be written including examination of the similarity of TALQAC to faculty processes.

8. National Initiatives

This item was deferred until the next meeting.

9. Other Business

Nil.

10. Next Meeting

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

The meeting closed at 4.15pm.

DISTRIBUTION

Members

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

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

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

Mr Scott Crawford, Melbourne University Student Union

Dr Mark A. Elgar, Associate Professor, Department of Zoology

Dr Mary R. Emison, Director, University Planning Office

Professor Mary-Jane Gething, Head, 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

Professor Craig McInnis, Director, Centre for the Study of Higher Education – DEPUTY CHAIR

Professor Peter McPhee, Deputy Vice-Chancellor (Academic), Department of History

Professor Alistair Moffat, Department of Computer Science and Software Engineering

Professor Terry Nolan, Head, School of Population Health
Mr John Osborn, Vice-President and Education Officer, Melbourne University Student Union
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, Department of General Practice

Observer

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, Central Secretariat, University Secretary's Department (x47528, k.roe@unimelb.edu.au)

For Information

Unconfirmed minutes – hard copy distribution with agenda papers

Mr Russell Hillbrich, General Manager, Student Administration
Mr Ian Marshman, Senior Vice-Principal

Confirmed Minutes – hard copy signed by Chair

Central Records, 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 Elizabeth Capp, General Manager, Faculty of Architecture, Building and Planning
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
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

Karen Roe 10.20am 15/4/04, LS 16/3/04, ME 24/3/04, TALQAC 2004\minutes\TALQAC minutes2.04

Signed by the Chair: _____ and dated: _____