

CONFIRMED

THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 2/05
MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 10 March 2005 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Committee Members

Professor Leon Sterling (Chair), Associate Professor Prem Bhalla (for items 1-7.6 only), Professor Glenn Browning, Professor Michael Bryan (for items 1-7.6 only), Ms Suzanne Daroesman, Mr Paul Donegan (for items 1-7.6 only), Dr Mark A Elgar, Professor Patrick Griffin, Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Alistair Moffat, Professor Pip Pattison, Professor Loane Skene (for items 1-6.3 only), Ms Jenny Stephens (for items 1-6.3 only), Associate Professor Peter Tregloan (for items 1-5.5 only), Mr William Watson (for items 1-7.6 only) and Professor Doris Young.

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, Professor Jeff Borland, Dr Richard James, Professor Peter McPhee and Ms Susanne Munro.

1.2 Membership

The Committee welcomed new members, Ms Suzanne Daroesman who replaces Dr Mary Emison as the nominee of the Senior Vice-Principal, and Mr Paul Donegan who is a nominee of the MU Student Union.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 10 February 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:

3.1.19 Improving TALQAC Process for the Evaluation Cycle Reports

The Committee received email correspondence dated 16 February 2005 between the Secretary and Ms Sarah Lenehan about the Committee's proposal to facilitate discussion of the evaluation cycle reports at the 'Head Spaces' forum. The Chair undertook to write, in consultation with Ms Daroesman, a proposal outlining details of a possible presentation in May or September 2005.

3.1.20 Correspondence from Shane McKenzie

The Committee received from Professor Pattison a verbal report that she will write a paper to present to the Senior Executive and Academic Board Officers outlining the options for funding research on innovative educational practices, and forward copies to Professor McPhee, the Centre for the Study of Higher Education and the Committee. It was noted that innovative educational practices may fall within the responsibilities of the new position of Deputy Vice-Chancellor (Innovation and Development) which will be created at the University this year.

The Secretary was requested to place on the next agenda an item for discussion of any overlap between the roles of the Deputy-Vice Chancellor (Academic) and TALQAC, and the best allocation of resources. Associate Professor Tregloan was requested to place this on the agenda for the next meeting of the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET).

3.1.21 Quality of Administrative Services for Students

The Committee received from Ms Daroesman a verbal report that she will investigate creating links between the TALQAC and evaluation cycle websites. It was noted that students will be most interested in departmental responses to student feedback.

3.2 Generic Skills

See item 4.2.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

This item was deferred until the next meeting.

4.2 Academic Programs Committee

The Committee received from the Chair and Professor Bryan a verbal report about current issues before the Academic Programs Committee (APC). The University statute on credits, specifically in regard to diploma students upgrading to and receiving credits for masters, and problems arising in generic skill statements in subject descriptions were discussed by the APC. The Chair, Professor Bryan and Professor Skene will meet to discuss the formation of a Working Group on Generic Skills which will be a joint working group of the APC and TALQAC to evaluate processes for requiring generic skill statements in subject descriptions.

4.3 Melbourne University Private Committee

This item was deferred until the next meeting, because the Melbourne University Private Committee had not held a meeting recently.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Tregloan a verbal report about current issues before TALMET. The TALMET Evaluation Strategy Group will visit faculties to evaluate information technology programs in regard to teaching and learning this year. A working group will develop guidelines for best practice for developing on-line resources. The implementation of the learning management system, 'Blackboard 6.0', has been delayed for technical reasons, so will commence this week.

It was noted that Associate Professor Johnston is the TALQAC representative on TALMET and vice-versa.

4.5 Steering Committee for the Turnitin Trial

The Committee received from Professor Moffat a verbal report about current issues before the Steering Committee for the Turnitin Trial. The Steering Committee discussed privacy issues related to disclosure of student identities to persons outside the University after their assignments have been submitted to the Turnitin archives, and best practice for staff handling cases of possible plagiarism. Professor Browning was requested to send to the Secretary for the next agenda the report on plagiarism that was written by participants in the Head Start Leadership Program at the request of the previous President of the Academic Board.

5. Course Reviews

5.1 Review Schedule

The Committee received the updated schedule for the course reviews in 2005.

5.2 Review Panel Membership

The Committee received a paper, 'Review Panels and Working Groups: Membership 2005', and **approved** the final membership list subject to the insertion of the names of the external academics among the review panel members.

5.3 Guidelines for Course Evaluation by Faculties

The Committee received and revised the 'Guidelines for the Course Evaluation by Faculties 2005'. The members were requested to email any further edits to the Secretary. It was noted the document is not a compulsory checklist for faculties, and the faculty can negotiate with the review panel to focus on some issues more than others.

5.4 Invitation to External Academics

The Committee received letters dated 16 February and 3 March 2005 from both the Chair and the President of the Academic Board to Dr Glen Coleman, Professor Gill Palmer, Professor Alan Reid and Professor David Abramson inviting them to participate as external academics on the review panels this year. All four invitees accepted.

5.5 Follow up 2003 Course Review and Working Group Reports

The Committee received the 2003 review reports for the Bachelor of Science, law postgraduate coursework programs, and the Bachelor of Music, and discussed writing to Deans three years after the reviews to seek feedback on the review process and faculty

progress with implementing the recommendations for improvement of the courses as listed in the reports. Professor Pattison highlighted an overlap with the Vice-Chancellor's operational performance reviews, and undertook to discuss this with Associate Deans (Academic) at the forthcoming 'Academic Policy Forum' and report back to the Committee. The Chair undertook to write to the Faculty of Economics and Commerce about the review of the Bachelor of Commerce in 2002.

6. Evaluation Cycle and Student Administration Reports

6.1 Errors in Examination Papers

The Committee received a memorandum dated 17 February 2005 from Mr Gerry Barretto, Student Administration, to the Chair about errors in examination papers during the examination period in November 2004, and a tabled memorandum dated 8 March 2005 from Mr Barretto to the Secretary with revised data as the result of a late entry of exam errors by the Department of Electrical Engineering. The Committee resolved to allow the Department of Biochemistry to submit a late entry of exam errors in subject 510112 also. The Chair requested from Student Administration for the next meeting the total number of examination papers since the commencement of the examination error reports, and the total number of those papers with errors.

6.2 Course Experience Questionnaire

The Committee received from the University Planning Office (UPO) an evaluation cycle report, 'Course Experience Questionnaire 2004: the course experience of graduates of the year 2003 of the University of Melbourne'. Professor Young will deliver a short, verbal overview of the report at the April meeting of the Academic Board.

6.3 Student Feedback on the Quality of Teaching

The Committee received from the UPO an evaluation cycle report, 'Student Feedback on the Quality of Teaching: report on semester 2 2004 and trend data'. Professor Moffat will deliver a short, verbal overview of the report at the March meeting of the Academic Board. The Committee discussed student satisfaction with the university experience, concerns about the ethics of questions 7-8, budget incentives linked to statistics in the report, and some small subjects that are not surveyed for student feedback. Dr Elgar undertook to continue the discussion of these issues with the Working Group on TALQAC Processes and report back to the Committee.

The Committee received tabled email correspondence dated 10 March 2005 from Professor Jon Pearce to the Chair requesting approval to receive raw data from the 'Quality of Teaching' surveys of students in the Department of Information Systems. It was noted the UPO does not have the raw data. Student Administration collects the raw data, and sends aggregate data to the UPO. The discussion focused on issues surrounding the release of the raw data including potential misuse of the survey data to identify individual students, potential misuse of the data to assess the individual performance of academic staff rather than the quality of teaching in subjects, additional data collected by some faculties after adding questions to the standard survey, and whether release of the data would give departments new information or a computerised version of the data which they already hold in the original surveys. The discussion will continue at the next meeting.

7. Working Groups

7.1 Working Group on Minor Thesis

The Committee received from the UPO and the Working Group on Minor Thesis 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 II semester 2 2004'. Discussion was deferred until the next meeting.

7.2 Working Group on Communication Issues and Combined Degrees

The Committee received from Professor Bryan a verbal report on the progress of the Working Group on Communication Issues and Combined Degrees. There are several membership vacancies at present, including an undergraduate program manager with experience in front line service to students and a second TALQAC representative.

7.3 Working Group on Intellectual Property in Undergraduate Courses

This item was deferred until the next meeting, because the Working Group on Intellectual Property in Undergraduate Courses had not met recently.

7.4 Working Group on TALQAC Processes

The Committee received from Dr Elgar a verbal report on the progress of the Working Group on TALQAC Processes. It was noted the working group needs a student representative.

7.5 Assessment Implementation Working Group

The Committee received from Professor Pattison a verbal report on the progress of the Assessment Implementation Working Group. A progress report will be submitted to Council in May 2005.

7.6 Proposed Working Group on Examination Conditions and Processes

The Committee received from the Chair a verbal proposal to form a Working Group on Examination Conditions and Processes. The reports on examination conditions provided by Student Administration, budgetary issues surrounding the improvement of examination conditions and the use of dictionaries in examinations would be discussed by this working group. Professor Pattison undertook to discuss with the Academic Board officers where this working group should be best placed for effectiveness.

8. Other Business

8.1 Audit of Off-Shore Programs

The Committee received from Professor Pattison a verbal report about the audit of off-shore, academic programs that was requested of TALQAC and the APC by the Quality Assurance and Accountability Committee in preparation for the visit by the Australian Universities Quality Agency this year. Professor Pattison undertook to prepare a paper about the audit of off-shore programs at the University, and circulate this to heads of departments on behalf of the Committee.

9. Next Meeting

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

The meeting closed at 4.35pm.

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 Belleghem, 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, MU Student Union Ltd
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
Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce
Associate Professor Jenny Lye, Department of Economics
Professor Craig McInnis, Professor of Higher Education and 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, MU Student Union Ltd
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science
Professor Loane Skene, President of the Academic Board, 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

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

Ms Diana Harrison, Executive Officer, Faculty of Veterinary Science
Ms Helen Hayes, Vice-Principal (Information)
Dr Mary R. Emison, Acting Vice-Principal and Academic Registrar
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
Professor John Seybolt, Director, Melbourne Business School
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 - 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, MU Student Union Ltd
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

Associate Professor Carol Johnston, 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, MU Student Union Ltd
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, 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 Group Members

Assessment Implementation Working Group

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

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

Mr Peter Jones, Multi-Media Coordinator, Law School

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

Professor Craig McInnis

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

Undergraduate student representative - vacant

Working Group on Communication Issues and Combined Degrees

Professor Michael Bryan, Chair, Academic Programs Committee, Law School, The University of Melbourne – CHAIR

Dr Steve James, Department of Criminology

Ms Susanne Munro, Undergraduate Student, MU Student Union Ltd

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

Second TALQAC representative - vacant

Working Group on Generic Skills

Ms Cassandra Devine, Undergraduate Student, MU Student Union Ltd

Academic Programs Committee representatives - vacant

TALQAC representatives - vacant

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 Patricia Oman, Undergraduate Student, 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

Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office (Chair)

Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association

Professor Barbara Evans, Dean, School of Graduate Studies

Associate Professor Cathy Falk, Deputy Dean, Faculty of Music

Professor Craig McInnis

Working Group on TALQAC Processes

Dr Mark A. Elgar, Associate Professor, Department of Zoology (Chair)

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

Associate Professor Jenny Lye, Department of Economics

Professor Craig McInnis

Professor Alistair Moffat, Department of Computer Science and Software Engineering

Student representative - vacant