

**THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD**

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 2/06

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2.15pm Thursday 9 March 2006 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

MINUTES

PRESENT

Committee Members

Professor L Sterling (Chair), Associate Professor P Bhalla, Ms S Daroesman, Mr P Fijn, Ms J Giles, Professor T Goodwin, Professor P Griffin, Associate Professor L Hawthorne, Professor A Jackson, Professor H Jackson, Professor R James, Associate Professor J Lye, Professor A Moffat, Professor P Pattison, Mr D Rizzetti, Professor L Skene, Mr A Williams.

Observers

Ms D Harrison

In Attendance

Ms S Eshuys (Committee Secretary)

BUSINESS

1. Formal Matters

The Chair advised members that the President of the Academic Board had to leave the meeting early and requested that items 9 and 5 on the agenda be dealt with first to allow Professor Skene's involvement in the discussion.

1.1. Welcome to new members

The Chair welcomed Ms Diana Harrison (Executive Officer, Veterinary Science) to her first meeting of the Committee. Ms Harrison will be an observer on the Committee and represent Faculty General Managers.

1.2. Apologies

The Committee received apologies from Associate Professor S Baker, Professor J Borland, Associate Professor S Elliott, and Ms J Stephens.

1.3. Terms of Reference

Members received, for information, the terms of reference of the Committee.

1.4. 2006 Membership

Members received, for information, a revised membership list for 2006.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 9 February 2006 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. Further discussion took place in regard to the following action items:

3.1.1. International Student Survey (Item 3.1.1, Mtg 1/06)

Ms Daroesman advised that it had been decided that faculties will not be required to provide separate responses to the issues raised in the *Survey of Final Year International Students on their Experience of the University of Melbourne*. Faculties will be instead asked to provide a response as part of the Operational Performance Review.

3.1.2. TALMET Committee (Item 4.4, Mtg 5/05)

The Chair of TALQAC reported that the reports on faculty visits by the TALMET Evaluation Strategy Group are currently being collated and will be presented to TALQAC as soon as they are ready.

3.2. Transition Programs (Item 3.1.2, Mtg 6/05)

Members received and noted the School of Graduate Studies (SGS) *Induction and Welcome to Postgraduate Studies* 2005 guide. Mr A Williams advised members that he was concerned that approximately one third of departments are still not carrying out induction programs for postgraduate students.

Mr Williams advised that University of Melbourne Postgraduate Association (UMPA) and SGS will conduct a review of postgraduate induction processes in Semester 1 2006. The Chair agreed to write to Heads of Departments requesting information on the types of induction used in their departments.

The Committee agreed to refer the issue to Research Higher Degrees Committee and UMPA will refer it to SGS.

4. Other Committees

4.1. Academic Programs Committee (APC)

In the absence of the Chair of APC, the Chair reported on Professor McPhee's presentation at the previous APC meeting on the progress of the Curriculum Commission.

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

Associate Professor Tregloan reported on the first meeting of TALMET in 2006 including progress of TALMET working groups and the E-Learning strategy. He also reported on the Learning Management System (LMS) and advised that almost 300 subjects are now on Blackboard and over 19,000 student are using the system.

The objective for the LMS is to have 600 subjects on Blackboard and 30,000 using the system in Semester 2, 2006.

4.3. Melbourne Experience Committee

There was no report from the Melbourne Experience Committee as Associate Professor S Elliott was absent from the meeting.

5. TALQAC Workplan for 2006

Members received and discussed a list of proposed projects for the Committee in 2006, contained in an email from Professor Skene to the Chair on 6 March 2006.

The Chair explained that in light of the University's 2006 strategic plan, the work of the Curriculum Commission and resulting increased workload for faculties, it would be sensible to defer the proposed 2006 reviews of undergraduate courses in the Faculty of Medicine, Dentistry and Health Sciences and Faculty of Land and Food Resources.

Professor Skene explained that the proposed projects listed in the email were taken from the 2006 Teaching and Learning Plan. Professor James advised that some of these projects are currently underway but are not progressed enough to be reviewed at this time. He noted that a TALQAC working group could instead provide advice and guidance to the staff currently working on the projects.

Members noted the common links between many of the projects and discussed the importance of integrating the work and findings of the working groups.

Ms J Giles pointed out that the current MBBS course will continue to be taught for some years and it is in the interests of those students that there should be some review of at least the quality assurance process in the Faculty of Medicine, Dentistry and Health Sciences. The Chair explained that course reviews will continue once the new curriculum is in place and the Committee will need to develop a new course review schedule later this year.

Members discussed the need to review the use of Turnitin at some point and Professor Tregloan reported on the related work of the Melbourne/Monash Protocol on academic honesty.

The Committee discussed the issues raised in detail and agreed to establish working groups to carry out the following projects:

1. Review of faculties' policies on assessment practices
2. Review effectiveness of transition policies and course advising practices
3. Explore potential of peer review as a complement to the QOT survey in assessing good teaching
4. Review students' acquisition of generic skills

Professor James was asked to consider terms of reference for each of the working groups.

It was agreed that the working groups should pay particular attention to the workload of members and faculties when carrying out their tasks.

Members were asked to contact the Chair to advise their preference of working group and the Chair and Secretary will prepare draft membership lists for consideration at the next meeting.

6. 2006 Course Review Schedule

It was agreed that the course reviews for the undergraduate courses in the Faculty of Medicine, Dentistry and Health Sciences and Faculty of Land and Food Resources would be deferred but that the review of postgraduate coursework programs in the Faculty of Architecture, Building and Planning would go ahead in 2006.

6.1. Review panel membership

In light of the decisions made at the meeting regarding the course reviews, the membership of the review panel for the Faculty of Architecture, Building and Planning will need to be revised. This will be done when determining membership of the new working groups mentioned under item 5.

7. Evaluation Cycle and Student Administration

7.1. Two-tier Degree Structure

Professor R James gave a brief description of the Bologna Model which had been discussed at a meeting of the Committee in 2005. He advised that the Bologna Model was designed to assist the alignment of degree structures and programs in Europe and the UK and is not particularly useful for the University of Melbourne, and that the uptake of the Bologna Model has been slow and uneven. Professor James noted that the Melbourne Model is closer to the US model of college with a following professional degree.

Professor Pattison advised that a negative impact of the Bologna Model is occurring in the Netherlands in the area of research Masters. She reported that in the Netherlands coursework training and preparation for PhDs has become too broad to the point where it is no longer useful or relevant. There is a risk that Melbourne may experience this problem. Members noted that, as yet, there has been little discussion of research Masters by the Curriculum Commission.

7.2. Quality of Teaching Survey 2005 Outcomes

Members received and noted *Student Feedback on the Quality of Teaching: Report on Semester 2 2005 and trend data*, prepared by the University Planning Office.

Ms Daroesman outlined the key issues and highlights raised in the report including:

- The highest recorded proportion of students who agreed that overall they were satisfied with the quality of the learning experience in their subjects, and the undergraduate rating rising to 3.9 for the first time (Question 9.)
- The highest recorded proportion of students who agreed that their subject was well taught, and the undergraduate mean rating rising to 4.0 for the first time (Question 2.)
- The level of agreement increased and disagreement decreased for questions 2 and 9
- There has been some improvement in the proportion (from 40-54%) of students who agreed they received helpful feedback in their subjects (Question 4) but there is need for further improvement

Members noted the new faculty summaries included in the report.

7.3. Presentations to Academic Board

Ms Giles agreed to present the outcomes of the 2005 Quality of Teaching Survey to Academic Board on 23 March.

8. Working Groups

8.1. Assessment Implementation Working Group

Members received and noted the Implementation Status Report from the Assessment Implementation Working Group, dated 27 February 2006. Professor P Pattison reported on the actions that have not yet been completed including:

- Revision of Statutes
- Assessment issues related to the Learning Management System – implementation of LMS has been delayed
- Faculty level policy analysis – delayed until the end of year because of the Curriculum Commission
- Relationship between assessment, generic skills and graduate attributes

The Chair congratulated Professor Pattison on her work in coordinating and driving the implementation of the APC, TALQAC and TALMET 2004 reports on assessment.

The Chair suggested the establishment of an implementation working group whenever a major policy or report is approved by Academic Board.

8.2. Examinations Working Group

Members received and noted the proposal to establish the Examinations Working Group, dated 14 October 2005, including terms of reference and membership. Professor Pattison reported that the membership of the working group is almost filled and that Ms Gillian Webb (School of Physiotherapy) will Chair the group.

Professor Tregloan confirmed that TALMET will nominate a representative on the working group.

9. Lorne Deans and Heads Conference

Members received and noted a written report on the Deans and Heads Conference, held in Lorne from 6-8 February 2006, prepared by Professor Skene.

10. Other Business

Nil

11. Next Meeting

The next meeting will be held from 2:15-3:15pm on Thursday 13 April 2006 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne. At 3:15pm members will split into their new working groups to commence consideration of the projects.

The meeting closed at 3:55pm.

Signed by the Chair: _____ and dated: _____

DISTRIBUTION

Committee Members

Professor Leon Sterling - CHAIR
Associate Professor Prem Bhalla
Professor Jeff Borland
Ms Suzanne Daroesman
Associate Professor Sue Elliott
Mr Paul Fijn
Associate Professor Jenny George
Ms Jessie Giles
Professor Tony Goodwin
Professor Patrick Griffin
Associate Professor Lesleyanne Hawthorne
Professor Alun Jackson
Professor Henry Jackson
Professor Richard James
Associate Professor Jenny Lye
Professor Alistair Moffat
Professor Pip Pattison
Mr D Rizzetti
Professor Loane Skene
Ms Jenny Stephens
Associate Professor Peter Tregloan
Mr Anthony Williams

Observers

Associate Professor Su Baker
Ms Diana Harrison

In Attendance

Ms Sally Eshuys (Committee Secretary)

For Information

Mr Russell Hillbrich,
Mr Ian Marshman
Professor Peter McPhee
Minutes Office, University Secretary's Department

Agenda (without attached papers) and confirmed minutes – electronic distribution

Ms Janet Beard
Mr Lachlan Cameron
Ms Suzanne Dixon
Dr Mary Emison
Mr Richard Frampton
Ms Linda O'Brien
Ms Maddy McMaster
Mr Robert Northey
Ms Suzanne Parker
Mrs Joan Reese
Mr Neil Robinson
Dr Christopher Stewardson
Ms Lynne Wrout
Ms Fiona Zammit