

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 4/03

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 8 May 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

Present

Professor Brian Galligan in the Chair, Dr Mark A Elgar, Dr Mary R. Emison, Dr Richard James, Professor Craig McInnis, Professor Peter McPhee, Mr Nick Melchior, Professor Alistair Moffat, Professor Field Rickards, Dr Ann Roberts, Ms Jenny Stephens, Associate Professor Peter Tregloan, Mr Lachlan Williams, Professor Doris Young.

Apologies

Professor Andrew Christie, Associate Professor Ken Gelder, Associate Professor Carol Johnston, Professor Kwong Lee Dow, Professor Terry Nolan, Professor Leon Sterling, Professor Johanna Wyn.

By Invitation

Dr Paul Gruba (Department of Computer Science and Software Engineering) for item 6.4.

In Attendance

Associate Professor Su Baker, Ms Karen Roe (Committee Secretary).

BUSINESS

1. Minutes of the Previous Meeting

The minutes of meeting 3/03 held on Thursday 3 April 2003 were confirmed.

2. Matters Arising from the Minutes

2.1 Action Sheet

The Committee reviewed the action sheet from the previous meeting, and noted that most items had been completed or were in progress.

2.1.2 Student Assessment – Changes to Results

The Committee received tabled samples of the 'Assessment Return Sheet – Supplementary Results' and 'Assessment of Return Sheet – Amendments'.

3. University Planning and Accountability Cycle

3.1 Annual Self-Assessment Proforma

The Committee reviewed the Annual Self-Assessment Proforma for the Academic Board and discussed items of relevance to TALQAC. It was agreed that annual reviews and survey instruments are important qualitative and quantitative indicators of performance in teaching and learning in departments.

The Chair requested that members provide any further comments to Professor Peter McPhee by email. Professor McPhee advised that he will complete the forms on behalf of the Academic Board by the end of May, and bring the revised draft back to the Committee.

4. Review of Academic Programs

The Committee agreed upon the following four year plan for its review of academic programs:

2003

BSc (Science)

BMus (Music)

Law postgraduate coursework programs

2004

BA (Arts)

VCA undergraduate programs

Architecture, Building and Planning postgraduate coursework programs

2005

BEng and combined degrees (Engineering)

BEd or BTeach (Education)

BVSc (Veterinary Science)

Economics and Commerce postgraduate coursework programs

2006

BResMan or BAgSc (Institute of Land and Food Resources)

MBBS (Medicine, Dentistry & Health Sciences)

Engineering postgraduate coursework programs

The Chair undertook to draft correspondence to notify faculties and a list of review teams for the next meeting. The Committee agreed to begin the reviews in August or September 2003.

5. Student Surveys

5.1 Quality of Teaching Questionnaire

The Committee received for information the final draft of the 'Quality of Teaching Questionnaire' that was approved by the Academic Board at the April meeting.

5.2 Quality of Teaching Distance Education Questionnaire

The Committee received for information the final draft of the 'Quality of Teaching Distance Education Questionnaire' that was approved by the Academic Board at the April meeting.

6. Working Groups

6.1 Working Group on Minor Thesis

The Committee received a verbal report from Dr Mary Emison on the progress of the Working Group on Minor Thesis. The pilot of the questionnaire on the quality of the learning experience for postgraduate students completing a minor thesis by coursework will be conducted in the Faculty of Education in second semester 2003.

6.2 Working Group on Field Placements

The Committee received a verbal report from the Chair on the progress of the Working Group on Field Placements. The Working Group is collaborating with the Academic Programs Committee to receive policy on compliance and risk management of field placements as these are revised by the Compliance Office. Upon completion, the policy developed by the Compliance Office and a report on policy by the Academic Programs Committee and Working Group will be forwarded to the Academic Board.

6.3 Working Group on Assessment

The Committee received a verbal report from Professor Craig McInnis on the progress of the Working Group on Assessment. University statutes on assessment are currently being reviewed and compared to other universities. A Research Assistant has been appointed to review all subjects in the student handbook. Application of the principles of learning and the development of graduate attributes throughout the handbook will be checked in the process. The Working Group will call for submissions in response to its terms of reference, seek commentary on faculty and departmental experiences of assessment, and invite students to comment also.

6.4 Working Group on Plagiarism

The Committee received a verbal report from Dr Paul Gruba on the progress of the trial of the electronic plagiarism detection software, Advanced Student Electronic Submission System (ASESS). Around 1800 student assignments will be screened for possible plagiarism in subjects from Information Systems, History and Philosophy of Law, Software Engineering, and English as a Second Language. The Design and Print Centre on campus will print the submissions for assessors within 24 hours. The cost of printing will be borne by the relevant department.

The Working Group has given consideration to issues of privacy and academic integrity in collecting and archiving assignments through ASESS. Priority has been given to integration of the software with existing office systems. Staff and students have been provided with training. As the University has a PDF site licence, PDF has been chosen as the preferred software for submissions.

The Working Group expects to complete a report on the trial of the electronic plagiarism detection software in June. It is expected the report will be forwarded to the Academic Board in mid 2003 to allow consultation with members of the Board before the end of the year.

The Committee noted the Information Division has proposed a central learning system that will incorporate an electronic submission facility. This is currently in the development stage, but some aspects may overlap with ASESS.

The Committee received a tabled notice of the 'First National Conference on Educational Integrity' to be held in November 2003 at the University of South Australia. It was suggested that a member of the Working Group on Plagiarism might represent the University of Melbourne at this conference.

6.5 Working Group on Transition

This item was deferred for reporting at the next meeting.

7. Other Business

Nil.

8. Next Meeting

The next meeting will be held at 2.15pm Thursday 5 June 2003 in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 3.55pm.

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, Director, Intellectual Property Research Institute of Australia, 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 Office
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, and Associate Dean (Research), School of Graduate Studies
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

Observer

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

In Attendance

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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