

CONFIRMED

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 4/04

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 13 May 2004 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Members

Professor Leon Sterling (Chair), Professor Michael Bryan, Dr Mark Elgar, Dr Mary Emison, Professor Graham Hutchinson (for items 1-7.2, 7.3.2-7.3.3 only), Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Peter McPhee, Professor Field Rickards (for items 1-6.1 only), Dr Ann Roberts and Ms Jenny Stephens (for items 1-7.2, 7.3.2-7.3.3 only).

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, Ms Gaby Bright, Professor Mary-Jane Gething, Ms Maddy McMaster, Professor Alistair Moffat, Professor Terry Nolan, Professor Pip Pattison, Associate Professor Peter Tregloan, Mr Lachlan Williams and Professor Johanna Wyn.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 8 April 2004 were confirmed as an accurate record, subject to an edit to item 7.3.

3. Matters Arising from the Minutes

3.1 Action Sheet

The Committee received and reviewed the action sheet from the previous meeting.

4. Other Committees

4.1 Academic Programs Committee

The Committee received from Professor Bryan, as Chair of the Academic Programs Committee (APC), a verbal report on current issues before the APC. A draft report by the Working Group on Assessment Parameters and Course Work Loads was received, and

changes to administrative procedures for variations of student enrolment were discussed. Recommendations were made to the Academic Board regarding online special consideration.

4.2 Melbourne University Private Committee

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

4.3 Quality Assurance and Accountability Committee

The Committee received from Professor McPhee, as a member of the Quality Assurance and Accountability Committee (QAAC), a verbal report on current issues before QAAC. The Australian Universities Quality Agency (AUQA) will audit the University in July 2005. Documents on quality auditing processes at the University are being prepared for AUQA, and TALQAC is expected to have a key role in the demonstrating best practice. Professor McPhee undertook to provide TALQAC with the quality assurance documents that will be presented at the Planning and Budgets Conference in June at Lindenderry.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from the Chair, on behalf of Associate Professor Tregloan who is Chair of the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET), a verbal report on current issues before TALMET. A draft report by the Working Group on On-line Assessment was received.

5. Review of Academic Programs 2004

5.1 Review Schedule

The Committee received the updated schedule for the review of academic programs in 2004.

5.2 Review Panel Appointments

The Committee received from the University Planning Office a schedule of appointments for the review panels for the Bachelor of Arts, Engineering postgraduate coursework programs, and Victorian College of the Arts (VCA) undergraduate programs. It was noted that Professors Moffat, Young and Brisk, as well as a potential participant from the USA (see item 5.4), were not available for the scheduled faculty/college visits. The University Planning Office was requested to reschedule the visits to the VCA and Faculty of Engineering to accommodate their availability.

5.3 Review Panel Membership

The Committee received a revised list of members of the review panels and working groups in 2004. Associate Professor Lye agreed to replace Associate Professor Carol Johnston on the review panel for the VCA undergraduate programs.

5.4 External Academics to Participate in the Review Process

The Committee received letters dated 23 April 2004 from the Chair to Professor Stephen Garton, Dean of Arts, The University of Sydney, and to Emeritus Professor Michael Brisk, Department of Chemical Engineering, Monash University, inviting them to participate in the review process. The Chair verbally reported that Professor Garton had accepted the invitation, and was available to visit the Faculty of Arts on 9 August 2004. Professor Brisk had accepted the invitation, but was not available to visit the Faculty of Engineering on 23 July 2004. Two senior academics in the USA were invited to

participate in the review of VCA undergraduate programs, but declined. One of these is scheduled to visit Australia in September 2004 on other business, so may be available for the review if rescheduled for September. The Committee **resolved** to accommodate the availability of these external academics where possible, and to issue invitations to external academics earlier in the 2005 review process.

5.5 Guidelines for Self-Evaluation by Faculties

The Committee **approved** the revised guidelines for 'Course Evaluation by Faculties/Colleges'.

6. Evaluation Cycle and Student Administration Reports

6.1 Reporting of Errors in Examinations

The Committee received from Professor Moffat draft guidelines for grading errors in examination papers, and an email dated 30 April 2004 from Mr Gerry Barretto and Mr Gary Dwyer in Student Administration with feedback on the draft guidelines. The Committee expressed support for the draft guidelines and a preference for a procedure in which the Examination Officer would identify departments where errors had occurred for three or more semesters and draw these to the attention of TALQAC, but not the 'three strikes' rule for departments that have errors for three consecutive semesters. The Committee requested that Professor Moffat seek feedback from the Academic Registrar and the Director, Student Administration and Systems, and make any necessary revisions to the draft guidelines before sending it to the Academic Board. The Committee **resolved** to liaise with Student Administration in monitoring the implementation of these guidelines.

6.2 Quality of Administrative and Support Services for Students: Report of the 2003 Survey of Students Based at the Parkville Campus

The Committee received from the University Planning Office an evaluation cycle report, 'Quality of Administrative and Support Services for Students: Report of the 2003 Survey of Students Based at the Parkville Campus'. Dr Emison verbally reported the survey sought student feedback on their perceptions of the quality and effectiveness of student administrative services provided by the centre as well as by faculty and school offices, resources and facilities such as libraries, computing and sports services and, lastly, various support services such as careers services, health and counselling. Respondents showed moderate to high levels of satisfaction in all major areas.

The report has been circulated to Deans, General Managers and relevant administrative sections of the University, and a summary report can be read by students on the University website. The Committee requested that Ms Stephens check the 'Student Information Service' webpage and the student diary provide a link/web address to evaluation cycle reports for those who participated in the survey. The Committee requested that Dr Emison check that evaluation cycle surveys include a tick box for students to request an email alert when final reports are available. In regard to the section on examinations in appendix 3, the Committee requested that Mr Gerry Barretto provide a report about any action taken to address complaints raised in student feedback about exam venue conditions.

7. Working Groups

7.1 Working Group on Minor Thesis

Nil.

7.2 Working Group on Field Placements

The Committee received from Professor McPhee a verbal report on the progress of the Working Group on Field Placements. He circulated the draft report of the Working Group and the draft 'Off-Campus Travel and Work Policy' by the Risk Management Office to Associate Deans, and received feedback. The policy will be sent to Administrative Committee for final approval, and the Academic Programs Committee for feedback. Having completed its work, the Working Group on Field Placements was disbanded.

7.3 Working Groups on Assessment

The Committee noted the reports by the TALQAC Working Group on Assessment, APC Working Group on Assessment Parameters and Course Load and TALMET Working Group on On-line Assessment are being finalised. The three chairs of the working groups, Professor McInnis, Associate Professor Johnston and Professor Garry Marchant, were requested to consolidate the reports for resubmission to the Committees and subsequent presentation to the Academic Board in June or July, as well as discuss implementation of the recommendations.

7.3.1 TALQAC Working Group on Assessment

The Committee received the draft 'Report from the Working Group on Assessment'. Professor McInnis verbally reported that he received feedback from the Academic Registrar asking the Working Group to consider comparability of grades across faculties and the consequences for students transferring from fee paying to HECS places. The Committee agreed this was a difficult issue which rests with the academic integrity of faculties, and could not be easily resolved.

7.3.2 TALMET Working Group on On-line Assessment

The Committee received the report from the TALMET Working Group on Assessment, and a verbal report from Associate Professor Johnston. The report documents the range and extent that academic staff use on-line feedback and assessment at the University. The report includes recommendations for professional development and guidelines for good practice.

7.3.3 APC Working Group on Assessment Parameters and Course Workloads

The Committee received and discussed the draft report from the APC Working Group on Assessment Parameters and Course Workloads, and a verbal report from Professor Bryan. The report will be revised before it is sent to the Academic Board.

7.4 Working Group on Academic Honesty

The Committee received from Professor McPhee a verbal report on the progress of the Working Group on Academic Honesty. An amended contract with www.turnitin.com for plagiarism detection software has been received from the USA, and legal advice is being sought by the University before signing. The position of system administrator will be readvertised. The role of the administrator in conducting training sessions and interacting with faculties, as well as having extensive knowledge in information technology, will be emphasized.

7.5 Working Group on Intellectual Property in Undergraduate Courses

The Committee received from the Chair a verbal report advising the Working Group on Intellectual Property in Undergraduate Courses will hold its first meeting on 20 May 2004.

7.6 Working Group on TALQAC Processes

The Committee received from Dr Elgar tabled, draft terms of reference for the Working Group on TALQAC Processes written at its first meeting on 7 May 2004. Dr Elgar was requested to include 'review the role of TALQAC in the evaluation cycle and how it complements other University processes' as point 4c, and include 'recommend and oversee continuous improvement in TALQAC processes' as point 5. The Committee requested the revised terms of reference be included in the report to the Academic Board.

8. Other Business

Nil.

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 10 June 2004 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

The meeting closed at 4.05pm.

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
Dr Mark A. Elgar, Associate Professor, Department of Zoology
Dr Mary R. Emison, Director, University Planning Office
Professor Mary-Jane Gething, 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)
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, MU Student Union Ltd
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
One nominee, MU Student Union Ltd - vacant

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 Office, 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 Administration

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 Marian Costelloe, 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

FOR INFORMATION

Review Panel Members

Review Panel for the Bachelor of Arts

Professor Graham Hutchinson, Deputy Dean, Department of Civil and Environmental Engineering, The University of Melbourne (Chair)

Professor Jeff Borland, Head, Department of Economics, The University of Melbourne

Ms Gaby Bright, University of Melbourne Postgraduate Association, The University of Melbourne

Professor Stephen Garton, Dean, Faculty of Arts, The University of Sydney

Professor Pip Pattison, Head, School of Behavioural Science, and Deputy Vice-President of the Academic Board, The University of Melbourne

Professor Leon Sterling, Department of Computer Science and Software Engineering, The University of Melbourne

Review Panel for Victorian College of the Arts undergraduate programs

Professor Terry Nolan, Head, School of Population Health, The University of Melbourne (Chair)

Associate Professor Jenny Lye, Department of Economics, The University of Melbourne

Professor Alistair Moffat, Department of Computer Science and Software Engineering, The University of Melbourne

Professor Field Rickards, President of the Academic Board, Department of Learning and Educational Development, The University of Melbourne
Ms Jenny Stephens, Director, Academic Services (Student Programs), The University of Melbourne

Nominee of the MU Student Union Ltd, The University of Melbourne – to be advised

Senior external academic - to be advised

Review Panel for Engineering postgraduate coursework programs

Dr Ann Roberts, Associate Professor, Department of Physics, The University of Melbourne (Chair)

Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association, The University of Melbourne

Emeritus Professor Michael Brisk, Department of Chemical Engineering, Monash University

Professor Michael Bryan, Deputy Dean, Faculty of Law, and Chair, Academic Programs Committee, The University of Melbourne

Professor Johanna Wyn, Head, Education Policy and Management, The University of Melbourne

Professor Doris Young, Department of General Practice, The University of Melbourne

Working Group Members

Working Group on Academic Honesty

Professor Peter McPhee, Deputy Vice-Chancellor (Academic) (Chair)

Professor Loane Skene, Deputy Vice-President of the Academic Board, Faculty of Law

Ms Maddy McMaster, General Manager, Faculty of Education

Working Group on Assessment

Professor Craig McInnis, Director, Centre for the Study of Higher Education (Chair)

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

Associate Professor Joy Damousi, Department of History

Ms Agnes Dodds, Faculty Education Unit, Faculty of Medicine, Dentistry and Health Sciences

Dr Carole Hooper, Centre for the Study of Higher Education

Associate Professor Carol Johnston, Director, Teaching and Learning Unit, Faculty of Economics and Commerce

Professor Garry Marchant, Deputy Dean, Faculty of Economics and Commerce

Professor Leon Sterling, Department of Computer Science and Software Engineering

Working Group on Field Placements

Professor Pip Pattison, Head, School of Behavioural Science (Chair)

Ms Jenny Stephens, Director, Academic Services (Student Programs)

Ms Gillian Webb, Deputy Head, School of Physiotherapy

Mr Lachlan Williams, President, University of Melbourne Postgraduate Association

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 Julie Rodman, Manager, Multimedia Licensing & Technology Contracts, Research and Innovation Office

Associate Professor Peter Tregloan, School of Chemistry

Nominee of the MU Student Union Ltd – to be advised

Working Group on Minor Thesis

Dr Mary Emison, Director, University Planning Office (Chair)

Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association

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

Professor Barbara Evans, Dean, School of Graduate Studies

Associate Professor Cathy Falk, Deputy Dean, Faculty of Music

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

Working Group on TALQAC Processes

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

Dr Mary Emison, Director, University Planning Office

Associate Professor Jenny Lye, Department of Economics

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