

**CONFIRMED**

**THE UNIVERSITY OF MELBOURNE**

**ACADEMIC BOARD**

**TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE**

**Meeting 4/05**

**MINUTES**

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 12 May 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

**PRESENT**

**Committee Members**

Professor Leon Sterling (Chair), Associate Professor Prem Bhalla, Professor Michael Bryan, Ms Suzanne Daroesman, Mr Paul Donegan, Dr Mark A Elgar, Professor Patrick Griffin (for items 1-4.5 only), Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Peter McPhee, Professor Alistair Moffat, Ms Susanne Munro, Professor Pip Pattison, Professor Loane Skene (for items 3.1-6.1 only), Ms Jenny Stephens (for items 1-6.1 only), Mr William Watson (items 1-7.1 only), Professor Doris Young.

**Observers**

Nil.

**By Invitation**

Ms Anna Shadbolt (for items 3.1.4 and 4.5 only).

**In Attendance**

Ms Karen Roe (Committee Secretary).

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

The Committee received apologies from Professor Jeff Borland, Professor Glenn Browning, Professor Alun Jackson and Associate Professor Peter Tregloan.

**1.2 Attending**

The Committee welcomed Ms Anna Shadbolt to the meeting at 2.30pm for items 3.1.4 and 4.5 only.

**2. Minutes of the Previous Meeting**

Minutes of the previous meeting held on Thursday 7 April 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:

##### **3.1.4 Audit of Off-Shore Programs**

The Committee received from Professor McPhee a paper, 'Offshore Quality Assurance for the Higher Education Sector', that was submitted to the Minister of Education in early 2005. It was noted that other off-shore programs are being developed by the University in addition to those listed in the paper. The Committee **resolved** to forward the paper to the Academic Board, and to **recommend to the Academic Programs Committee** (APC) that its proforma, which is completed by departments seeking APC approval of new courses, be reviewed for possible inclusion of additional requests for information, eg library resources available to students completing an off-shore program.

##### **3.1.21 Improving TALQAC Processes for the Evaluation Cycle Reports**

The Committee received from the Chair a verbal report that he agreed with Ms Sarah Lenehan, Human Resources, the Committee will have ongoing involvement with the 'Head Spaces' forums by facilitating discussion of the evaluation cycle reports. At a forum in late 2005, the 'Course Experience Questionnaire' will be discussed.

##### **3.1.24 Engineering Postgraduate Coursework Programs: Review Panel Appointments**

The Committee requested that Ms Stephens discuss with the Manager of Transition Programs, Student Administrative Services, the lack of coordination of transition programs which are run centrally, as well as from the faculties and the School of Graduate Studies, especially the induction of students.

### **4. Other Committees**

#### **4.1 Quality Assurance and Accountability Committee**

The Committee received from Professor McPhee a tabled publication, 'Performance Portfolio 2005', which was submitted by the Quality Assurance and Accountability Committee (QAAC) to the Australian Universities Quality Agency (AUQA) in preparation for the audit of the University on 14-19 August 2005.

#### **4.2 Academic Programs Committee**

The Committee received from Professor Bryan a verbal report about current issues before the APC. The Faculty of Land and Food Resources is pursuing conversion of its existing advanced diplomas to associate degrees. Difficulties have arisen as a result of the urgent changes made last year to semesterise year-long subjects to meet the requirements of the Nelson reforms.

#### **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**

This item was deferred until the next meeting.

#### **4.5 Steering Committee for the Turnitin Trial**

The Committee received from Ms Shadbolt the 'Final Report of the Pilot of Turnitin'. The discussion focused on the suitability of the plagiarism detection software by Turnitin including compatibility with the learning management system Blackboard 6.0, cost, staff engagement, student awareness, deterrent effect on plagiarism, and implementation at other universities. The Committee **resolved to recommend to the Academic Board** that the University should:

- a. use plagiarism detection software to support its policy of academic honesty,
- b. develop policies and procedures for the use of plagiarism detection software within academic programs in consultation with the faculties and Academic Services,
- c. renew its licence for Turnitin for a further 12 months and provide necessary administrative support,
- d. authorise the Teaching and Learning Quality Assurance Committee to monitor the efficacy of Turnitin with other elements of the University's policy of academic honesty.

### **5. Course Reviews**

#### **5.1 Review Schedule**

The Committee received the updated 'Course Reviews: Schedule 2005' for the 2005 reviews of the Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and combined degrees (Engineering), 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 (Education), Bachelor of Veterinary Science and Bachelor of Animal Science (Veterinary Science), and Economics and Commerce postgraduate coursework programs.

#### **5.2 Correspondence with Deans**

The Committee received memoranda dated 20 April 2005 from the Chair to the Deans of Engineering, Education, Veterinary Science and Economics and Commerce confirming details of the course reviews, including the review appointments.

#### **5.3 Correspondence with External Academics**

The Committee received letters dated 2 May 2005 from the Chair to Dr Glen Coleman, Professor David Abramson, Professor Gill Palmer and Professor Alan Reid confirming details of their visit to the University to participate in the review process as external academics on the review panels.

#### **5.4 Review of the Bachelor of Commerce 2002**

The Committee received a memorandum dated 7 April 2005 from the General Manager, Faculty of Economics and Commerce, to the Chair reporting the Faculty is making good progress with implementing the recommendations for improvement of the Bachelor of Commerce made during the 2002 TALQAC review. The Committee noted the usefulness of the process and resolved to ask for progress reports in the third year after a course review has been made.

## **6. Evaluation Cycle and Student Administration Reports**

### **6.1 Quality of Research Supervision and Academic Support**

The Committee received from the University Planning Office an evaluation cycle report, 'Postgraduate research student feedback on the quality of research supervision and academic support: report of the 2004 survey, and trend from 1997'. The problem of increasing among students an awareness of resources was discussed. Ms Daroesman undertook to provide appendix 1, responses by the School of Graduate Studies and the faculties to the 2002 survey results, for the next meeting. The Chair called for a volunteer to give a brief verbal overview of the report to the Academic Board in June 2005.

It was noted the 'Learning and Teaching Performance Fund' will be implemented by the Department of Education, Science and Training in 2005, and will look at response rates to student surveys as evidence of quality assurance policies and processes at the University.

## **7. Working Groups**

### **7.1 Assessment Implementation Working Group**

The Committee received from Professor Pattison a verbal report on the progress of the Assessment Implementation Working Group. A brief working group report went to Council this month.

### **7.2 Working Group on Minor Thesis**

The Committee received from Ms Daroesman a verbal report about the progress of the Working Group on Minor Thesis. The Working Group has completed its work on the survey of the quality of the learning experience for postgraduate students completing a minor thesis by coursework. A final report including recommendations will be forwarded to the Committee later.

### **7.3 Working Group on Communication Issues and Combined Degrees**

The Committee received from Professor Bryan a verbal report that the Working Group on Communication Issues and Combined Degrees will meet soon.

### **7.4 Working Group on Generic Skills**

The Committee received from Professor Bryan a verbal report that it was decided by the Chairs of TALQAC and APC and the President of the Academic Board that a Working Group on Generic Skills would not be formed. However, discussion will continue about the link between generic skills and assessment.

### **7.5 Working Group on Intellectual Property in Undergraduate Courses**

The Committee received from the Chair a verbal report that a meeting of the Working Group on Intellectual Property in Undergraduate Courses will be held on 30 May 2005. The Committee requested the Working Group address students' concerns about intellectual property in regard to their submissions to Turnitin.

### **7.6 Working Group on TALQAC Processes**

The Committee received from Dr Elgar a verbal report that a meeting of the Working Group on TALQAC Processes will be held soon.

### **7.7 Proposed Working Group on Examination Conditions and Processes**

The Committee received from Professor Pattison a verbal report that she will discuss with

the Academic Board officers where the proposed joint sub-committee of TALQAC and the APC should be best placed for effectiveness in reviewing the examination reports provided by Student Administration, budgetary issues surrounding the improvement of examination conditions and the use of dictionaries in examinations.

## **8. Other Business**

Nil.

## **9. Next Meeting**

The Committee noted the next meeting will be held at 2.15pm Thursday 9 June 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.15pm.

## **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  
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, 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, Interim Student Representative Council  
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science  
Professor Loane Skene, President of the Academic Board and Pro-Vice-Chancellor, 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

### **By Invitation**

*Do not receive unconfirmed minutes*

Ms Anna Shadbolt, Manager, Education Support - Turnitin Liaison, Information and Education Services, Information Division

## **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

Dr Mary R. Emison, Acting Vice-Principal and Academic Registrar

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

Associate Professor Jennifer George, Associate Dean (Award Programs), Melbourne Business School

Ms Diana Harrison, Executive Officer, Faculty of Veterinary Science, Werribee campus

Ms Helen Hayes, Vice-Principal (Information)

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

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, Policy Adviser to the Deputy Vice-Chancellor (Academic) - 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, Interim Student Representative Council

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, Interim Student Representative Council

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 and Pro-Vice-Chancellor, 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  
Ms Claire McClelland, Undergraduate Student, Interim Student Representative Council  
Professor Craig McInnis, Policy Adviser to the Deputy Vice-Chancellor (Academic)  
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

#### *Working Group on Communication Issues and Combined Degrees*

Professor Michael Bryan, Chair, Academic Programs Committee, Law School – CHAIR  
Mr Lachlan Cameron, Director, Student Administration and Systems, Academic Services  
Dr Steve James, Department of Criminology  
Ms Susanne Munro, Undergraduate Student, Interim Student Representative Council  
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

#### *Working Group on Generic Skills*

Professor Michael Bryan, Chair, Academic Programs Committee, Law School – CHAIR  
Ms Cassandra Devine, Undergraduate Student, Interim Student Representative Council  
Professor Leon Sterling, Department of Computer Science and Software Engineering  
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, Interim Student Representative Council  
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, Policy Adviser to the Deputy Vice-Chancellor (Academic)

*Working Group on TALQAC Processes*

Dr Mark A. Elgar, Associate Professor, Department of Zoology (Chair)  
Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office  
Mr Paul Donegan, Chair, Interim Student Representative Committee  
Associate Professor Jenny Lye, Department of Economics  
Professor Craig McInnis, Policy Adviser to the Deputy Vice-Chancellor (Academic)  
Professor Alistair Moffat, Department of Computer Science and Software Engineering

Karen Roe 9.53am 1/6/05, LS 16/5/05, TALQAC 2005\minutes\TALQAC minutes05.4

Signed by the Chair: \_\_\_\_\_ and dated: \_\_\_\_\_