

CONFIRMED

THE UNIVERSITY OF MELBOURNE

ACADEMIC BOARD

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

MEETING 4/07

A meeting of the Teaching and Learning Quality Assurance Committee (TALQAC) was held at 2.15 pm on Thursday 10 May 2007 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

MINUTES

PRESENT

Committee Members

Professor L Hawthorne (Chair), Professor A Moffat, Professor G Stevens, Professor P Bhalla, Professor R Huggins, Ms S Daroesman, Professor P Pattison, Ms B Ahrens, Associate Professor M Crosby, Ms L Buckingham, Mr H Fong, Ms S Beattie and Mr P Fijn.

Observers

Ms D Harrison

In Attendance

Ms S Weikert, Ms K Stevenson-McBride, Mr R Koop and Ms Breach for Item 5.2 and Ms K Menezes (Committee Secretary)

BUSINESS

1. Formal Matters

1.1 Welcome

1.2 Apologies

The Committee received apologies from Associate Professor M Guillemin, Professor T Goodwin, Associate Professor P Tregloan, Professor S Holloway, Associate Professor R Misson, Professor R James, Associate Professor S Elliott, Professor M Considine, Professor H Jackson and Professor J Borland.

2 Minutes of the Previous Meeting

Minutes of the TALQAC meeting held on Thursday 12 April 2007 were accepted as an accurate record of the meeting.

3 Matters Arising from the Minutes

3.1 Action Sheet

Item 1: Professor Hawthorne reported that a meeting with staff from ABP and UPO has been scheduled for June.

Item 3: Professor Hawthorne noted that following clarification from Professor Pattison, Chair of the Policies and Procedures Working Group, regarding TALQAC monitoring QA of the New Generation Degrees and new Graduate Programs, the Committee Secretary will prepare a summation of TALQAC's responsibilities for 2007 to present at the June meeting.

4 Other Committees

4.1 MM08 Taskforce Update

Professor Pattison reported that MM08 had met and received an update from all the streams and sub-streams with items needing immediate attention highlighted. As the BCG Team's brief has been to outline the delivery of services across the University, they have met with some senior academic staff and Deans, but in the main have consulted professional staff currently involved in service delivery. Issues will be clarified in a number of related areas once the BCG Report is delivered at the PBC Conference in June. Professor Pattison noted that Quality Assurance of the academic component of the New Generation Degrees is the role of TALQAC and design of this should commence in Semester II 2007. There is also the additional responsibility of the Graduate Programs where the role of TALQAC in reviewing the QA of Graduate Programs will need to dovetail with the role of Graduate Schools.

4.2 Undergraduate Programs Committee (UGPC)

There was no discussion under this item.

4.3 Postgraduate Coursework Programs Committee (PCPC)

There was no discussion under this item.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee (TaLMET)

There was no discussion under this item.

4.5 Melbourne Experience Committee (MEC)

There was no discussion under this item.

4.6 School of Enterprise Committee

There was no discussion under this item.

4.7 Reports from Student Representatives

Ms Ahrens sought clarification on the dissolution of the Working Group in the Faculty of Arts which was conducting a review of majors in the Bachelor of Arts. Members recommended that Ms Ahrens approach the Dean, Professor Probert, for an explanation.

Mr Fijn queried which Committee will monitor the support to be provided to students in the Bachelor of Agriculture, who will transfer from Dookie to Parkville for the first year of their program. While students spending a year at Parkville will have the opportunity to participate in aspects of the Melbourne Experience, financial and other assistance will be required to accommodate the higher living costs for students studying at Parkville as opposed to Dookie. It was noted that monitoring this support is not the responsibility of TALQAC and Professor Pattison commented that she would follow up with UGPC.

Student representatives also expressed concern about students' opportunities to do the Honours programs in courses with declining numbers. As an example it was stated that students in the Department of Physics may be denied this option as the Faculty of Science moves to implement Masters programs. It was recommended that TALQAC investigate this issue in July.

Student representatives also questioned if students in degrees being taught out will be given a clear indication of what their options are in terms of completing their degree. Professor Moffat noted that in consultation with Professor Borland he will be presenting a template to UGPC that will indicate to students in the Faculty of Engineering, what the Faculty is offering and what substitutions are available for each cohort, to assist students in the preparation of their individual study plans. It is envisaged that this will be available on the web. Professor Pattison noted that this template will be required by all Faculties as students in programs that are being phased out have a reasonable expectation for information on options available to them to complete their course requirements

5 Evaluation Cycle and Quality Measures

5.1 TALQAC Review of Honours Programs

The Committee received and noted the *TALQAC Course Review of Fourth Year Honours 2007; Review Outline and Scope* document. Professor Pattison, Ms Daroesman, Professor James, Associate Professor Misson, Professor Goodwin, Ms Beattie and Professor Hawthorne as Convenor constitute the Honours Review Working Group with commencement planned in July and a final report to be presented to Academic Board in September. In the current environment, to avoid additional pressure on Schools and Departments, existing documentation in the following areas will be reviewed:

- supervision arrangements, including processes for allocation of supervision and topic selection
- infrastructure and support provided to honours students, including integration into the Department's research community and processes for communication with students
- examination processes, including assessment practices, marking, appeals and grievance procedures.

A contrastive case study approach of five Departments will be taken, with the review to focus on the Honours programs in the Department of Mathematics and Statistics, Department of Psychology, Department of Economics, School of Historical Studies and Surgery – Austin Health and Northern Health. An alternative School/Department is being investigated as it has since been revealed that the Department of Psychology is currently undergoing a review conducted by MDHS. A single panel interview will be conducted with each Department.

Professor Skene noted that while Honours is part of iBUGS responsibilities, there is still considerable difference of opinion in relation to the role of Honours and what Honours programs will be offered. All New Generation Degrees will have an established pathway to PhD but it is unclear if this will be via Honours or if the Honours year will enable students to articulate to the second year of a Masters program. It is too premature for a definitive view at this stage. Ms Ahrens questioned if there was a requirement for a minimum number of students (possibly 40) that need to be enrolled in order to run a subject. Professor Skene observed that while she was unaware of an exact number, there would be incentives for students in subjects with low numbers to change. In responding to Professor Moffat's comment that often Departments run courses with low enrolments for strategic reasons, Professor Skene noted that in most cases these are approved by Academic Board.

Professor Skene agreed to take the issues discussed at TALQAC back to iBUGS, and report any suggestions/ feedback to Professor Hawthorne to incorporate into the Honours review. Professor

Skene has since reported that iBUGS members agreed that TALQAC's Honours review will be valuable and the timelines suitable to feed into the decision making process of iBUGS on the details of Honours programs and their administration. It was also noted that an audit would be useful for Professor Pattison's Policies and Procedures Working Group which is developing consistent principles for a wide range of activities for all degrees.

5.2 Student System Project

Members received and noted two documents, *In Focus: Academic and Student Access to the New Student System* and *Introducing Study Plans in the New Student System*. Mr Koop reported that the Student Vision document prepared by the Student Communications Working Group in 2006, had laid the foundation for and informed the Student System Project. Ms Stevenson-McBride and Ms Weikert gave a brief outline of the Student Study Plan and Academic and Student Access to the New Student System.

The Study Plan will enable students to make enrolment choices as it will show graphically the structure of the current course and the study options available within the course and will allow a student to have multiple parallel study plans. A student's Study Plan will assist professional and academic staff to support students with in person student advice and other student management activities. While student representatives were positive about the Study Plan they were concerned about the access of the current student cohort to this facility. Ms Weikert reported that current students, depending on how much of their course has been completed, will have more historical data and limited study options available to them compared to commencing students. As the Student System will go live in May 2008, MBS with their trimester academic year will be the first to actively utilise it and Mr Koop will liaise with MBS staff to ensure a smooth transition. Ms Weikert assured the Committee that all efforts will be made to involve students in feedback and evaluation of the new Student System. In response to Professor Hawthorne's query if prospective students could experiment with the Study Plan when considering enrolment at the University of Melbourne, it was noted that while this is currently not a deliverable on the project plan it is being discussed.

Ms Weikert explained that there will be different user interfaces for staff, students and staff 'lite users.' Student representatives expressed concern about privacy issues in relation to the ability of staff 'lite' users' access to 'student contact information, current and planned enrolment, academic history, milestones, sanctions and timetables.' Professor Bhalla noted that it would be useful to have access to the stream students are coming from, as this knowledge of students' background will inform the teaching process, also a photograph of the student and lecturer to assist with staff/student communication. Mr Koop responded that the study/subject context is possible to provide to staff. It was agreed that in producing class lists; student name, student ID, UOM email, subjects completed but with no grades shown and the past study stream would be acceptable.

Staff from the Student System Project will present an update to TALQAC at the 4th October 2007 meeting.

5.3 Evaluation Cycle

5.3a) Quality of Research Supervision and Academic Support: Report on 2006 Outcomes

Discussion of this item has been deferred to the June meeting of TALQAC.

6 Working Groups

6.1 Quality of Teaching Survey Working Group

There was no discussion under this item.

6.2 Peer Review of Teaching

There was no discussion under this item.

6.3 Acquisition of Generic Skills

There was no discussion under this item.

6.4 Student Advice Working Group

There was no discussion under this item.

6.5 Assessment Implementation Working Group

There was no discussion under this item.

6.6 Examinations Working Group (EWG)

There was no discussion under this item.

6.7 TALQAC/TaLMET Working Group on Support Technology for Academic Honesty and other QA/IT Activities

The Working Group has yet to meet.

7 For Information

There was no discussion under this item.

8 Other Business

There was no discussion under this item.

9 Next Meeting

The next TALQAC meeting will be held from 2:15-4:15 pm on Thursday 7 June 2007 in the Jim Potter Conference Room, Old Physics Building, University of Melbourne.

The meeting closed at 3:45 pm.

CHAIR:  DATE: 15/6/07

DISTRIBUTION

Committee Members

Professor Lesleyanne Hawthorne - CHAIR
Professor Prem Bhalla
Professor Jeff Borland
Associate Professor Ray Misson
Ms Suzanne Daroesman
Professor Peter McPhee
Associate Professor Sue Elliott
Mr Paul Fijn
Ms Bree Ahrens
Professor Tony Goodwin
Professor Henry Jackson
Professor Richard James
Professor Alistair Moffat
Professor Pip Pattison
Ms Libby Buckingham
Professor Geoff Stevens
Professor Richard Huggins
Associate Professor Steven Holloway
Professor Mark Considine
Associate Professor Marilys Guillemin
Ms Sally Beattie
Mr Hubert Fong
Associate Professor Mark Crosby
Associate Professor Peter Tregloan
Professor Jonty Stockdale

Observers

Ms Diana Harrison

In Attendance

Ms Kathy Menezes (Committee Secretary)

For Information

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

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

Ms Janet Beard
Mr Lachlan Cameron
Mr Richard Frampton
Ms Linda O'Brien
Ms Elizabeth Capp
Mr Robert Northey
Ms Suzanne Parker
Mrs Joan Reese
Mr Neil Robinson
Dr Christopher Stewardson
Ms Lynne Wrout
Ms Fiona Zammit
Ms Fiona Downie
Ms Mary Kidd
Ms Aileen Loi

Ms Teresa Tjia
Mr Anthony Grigg
Ms Diana Harrison