

CONFIRMED

**THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 10/03**

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 6 November 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

PRESENT

Members

Professor Brian Galligan (Chair), Professor Andrew Christie, Dr Mary R. Emison, Associate Professor Ken Gelder, Associate Professor Carol Johnston, Professor Peter McPhee, Professor Alistair Moffat, Professor Terry Nolan, Professor Field Rickards, Dr Ann Roberts, Ms Jenny Stephens, Professor Leon Sterling, Mr Lachlan Williams and Professor Doris Young.

Observer

Associate Professor Su Baker.

By Invitation

Ms Alison Hunt-Sturman (Acting Environmental Health and Safety Manager, Risk Management Office) for item 5.2, Dr Christopher Cordner (Department of Philosophy) for the entire meeting.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Professor Margaret Britz, Dr Richard James, Professor Craig McInnis, Mr Nick Melchior and Associate Professor Peter Tregloan.

1.2 Attendance

The Committee welcomed Ms Alison Hunt-Sturman to the meeting at 3.30pm for item 5.2 only.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 9 October 2003 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:

3.1.9 Working Group on Transition

The Committee noted the final report from the TALQAC Working Group on Transition was presented to the Academic Board by Associate Professor Johnston. Ms Stephens verbally reported that 'Orientation' will be four days next year, rather than three as in previous years. The second day will focus on transition issues and address some recommendations of the working group report.

3.1.10 Best Practice in Professional Postgraduate Coursework

The Secretary verbally reported that permission was obtained from Professor Ian Reid on behalf of the Australian Universities Teaching Committee to post the report, 'Best Practice in Professional Postgraduate Coursework', on the TALQAC website following the presentation at the August meeting. The Secretary will arrange for the report to be posted shortly.

4. Review of Academic Programs

4.1 Schedule

The Committee received and noted the schedule for the review of academic programs.

4.2 Bachelor of Science

4.2.1 Review Panel Report

The Committee **approved and forwarded to the Academic Board** the final report on the review of the Bachelor of Science. The Chair thanked the TALQAC review panel (science) for their work.

4.2.2 Faculty Feedback and Action Plan

The Committee **endorsed and forwarded to the Academic Board** a tabled action plan from the Faculty of Science in response to the panel report on the review of the Bachelor of Science.

4.3 Bachelor of Music

4.3.1 Review Panel Report

The Committee **approved and forwarded to the Academic Board** the final report on the review of the Bachelor of Music as well as the action plan from the Faculty of Music that was received at the previous meeting. The Chair thanked the TALQAC review panel (music) for their work.

4.4 Law Postgraduate Coursework Programs

4.4.1 Review Panel Report

The Committee **approved and forwarded to the Academic Board** the tabled, final report on the review of law postgraduate coursework programs. The Chair thanked the TALQAC review panel (law) for their work.

4.4.2 Faculty Feedback and Action Plan

The Committee noted that an action plan has not been received from the Law School in response to the panel report on the review of law postgraduate coursework programs. The Chair requested that Dr Emison obtain the action plan, and send it to the Secretary for inclusion in the TALQAC report to the Academic

Board.

Professor Rickards requested the Chairs of the three review panels attend the meeting to give a brief verbal report on the review of the Bachelor of Science, Bachelor of Music and law postgraduate coursework programs.

4.5 Improvements to the Review Process in 2004

The Committee received from the University Planning Office a paper, 'Comments/Suggestions on the TALQAC Course Review Process'. For the 2004 review process, the Committee **resolved** to:

- a. include a briefing of review panels on review objectives and processes, particularly in reference to the AUQA manual;
- b. amend the timelines for the review process. The process will commence in May 2004, and all faculty visits will be conducted in August;
- c. organise lunches during the faculty visits. Professor Rickards approved the allocation of the cost of these lunches to the Academic Board;
- d. review the guidelines for faculty self-evaluation and action plans in early 2004;
- e. include a senior, external academic as a member of the TALQAC review panels. This would be a local or interstate person nominated by the Chair of TALQAC;
- f. incorporate a meeting between faculty representatives and the TALQAC review panels to explain the structure of the academic program under review;
- g. discuss with faculties the parameters of the student focus groups and request a cross-section of types of students;
- h. create links between the TALQAC reviews of academic programs and other quality assurance measures of the University, eg the Vice-Chancellor's performance operational reviews. Consider submission of the faculty action plan as part of the faculty operational plan each year.

Professor Rickards requested the above paper be forwarded to the Academic Board, including a preamble by Dr Emison on of the review process in 2003. The Chair thanked the University Planning Office for the support, organisation and assistance with data and report writing for the reviews this year.

5. Working Groups and Discussion Groups

5.1 Working Group on Minor Thesis

The Committee received from Dr Emison a verbal report on the progress of the Working Group on Minor Thesis. The survey of the quality of the learning experience for students undertaking a minor thesis (honours and postgraduate coursework) is underway, and the due date for survey responses is 14 November 2003. The Chair requested a copy of the survey.

5.2 Working Group on Field Placements

The Committee received from the Risk Management Office a draft 'Off Campus Travel and Work Policy' and checklist, and a verbal report from Ms Alison Hunt-Sturman. The draft policy is a shortened version of policy written by the Compliance Office, and incorporates the policy on overseas travel written by the Senior Vice-Principal. It covers all off-campus activities organised by the University including non-credit, extra-curricula activities and excursions by student associations. All faculties are involved with off-campus placements, so must monitor these for quality and safety. The onus for student and staff safety lies with the University, rather than the placement organisation.

The Chair requested the members send feedback on the policy to Ms Hunt-Sturman by email. The draft will be circulated to Heads of Departments, Deans of Faculties and the

Occupational Health and Safety Committee for comment. The final version will be incorporated within the 'Environmental Health and Safety Manual' and is expected to be on the Occupational Health and Safety website in July 2004. The Chair requested the Risk Management Office provide the Committee with a copy of the final draft.

The Committee **resolved** to forward the draft policy and checklist to the Academic Programs Committee with the **recommendation** that it request information about off-campus activities, and whether these meet the guidelines of the policy, with each new subject proposal.

The Committee received from the Chair a tabled, draft report from the Working Group on Field Placements.

5.3 Working Group on Assessment

The Committee received from Professor McPhee a verbal report on the progress of the Working Group on Assessment. Presentation of the final report has been delayed until early 2004.

5.4 Working Group on Academic Honesty

The Committee received from Professor McPhee a verbal report on the decision of the Planning and Budgets Committee (PBC) Working Group on Academic Honesty. Discussions with the Working Group, Vice-Principal (Academic Registrar) and Director of the University Systems Project identified two key issues in selecting a plagiarism detection software package for the University:

- a. the size of the database against which to compare student work for possible plagiarism. Only a major international corporation can provide an extensive database;
- b. the need for a program that is detached from the University for objectivity and accountability.

The PBC Working Group has resolved to recommend to the Planning and Budgets Committee the purchase of 'Turn it in', a system designed by an international corporation, rather than ACESS+COPICAT, the software application designed by the Department of Computer Science and Software Engineering. The implementation of this system is to promote academic honesty, rather than police all student submissions.

The Committee discussed issues of privacy and intellectual property in relation to student submissions and storage on an international database owned by 'Turn it in'. Students will be advised their work will be examined for possible plagiarism and may be scanned onto an international database. The University will ensure that each student's identity is not provided to 'Turn it in' with their work. The student will own copyright, so 'Turn it in' cannot reproduce their work.

6. Other Business

6.1 Quality Assurance at Universities in New Zealand

The Committee received a verbal report from the Chair on his visit to New Zealand to participate in the new 'Performance Based Research' evaluation process that ranks all academics on the quality of their research output, peer esteem and contribution to research infrastructure, and will be used in the future allocation of research funding to universities. He was an external member of a panel to assess the performance of 76 academic staff.

6.2 Departure of Chair

The Chair announced that he was resigning from the Chair and membership of the

Committee. He expressed appreciation for the experience of working with colleagues from other disciplines and learning about other departments around the University. Professor Rickards thanked Professor Galligan, on behalf of the Committee and the Academic Board, for his valued contribution as Chair and his leadership of the Committee. He further thanked the members for their contribution, and the Secretary for her secretarial support.

7. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 5 February 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 Brian Galligan, Head, Department of Political Science (Chair)
Professor Margaret Britz, 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, Deputy Vice-Chancellor (Academic), 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, 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

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

Associate Professor Su Baker, Head, School of Art, Victorian College of the Arts
Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences

In Attendance

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

Ms Karen Roe, Committee Secretary, Central Secretariat (x47528, k.roe@unimelb.edu.au)

For Information

Unconfirmed minutes – hard copy distribution with agenda papers

Mr Russell Hillbrich, General Manager, Student Administration
Mr Ian Marshman, Senior Vice-Principal

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 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 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 – hard copy signed by Chair

Central Records, University Secretary's Department

Karen Roe 11/11/03, TALQAC 2003\agenda\TALQAC agenda10.03

Signed by the Chair: _____ and dated: _____