

CONFIRMED

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 9/04
MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 3.15pm Thursday 11 November 2004 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Members

Professor Leon Sterling (Chair), Mr Matthew Bellegem (for items 1-6.1.6 and 6.3-9 only), Professor Jeff Borland, Professor Michael Bryan (for items 1-6.1.6 and 6.3-8.5 only), Dr Mark Elgar, Dr Mary Emison, Professor Graham Hutchinson, Associate Professor Jenny Lye, Ms Claire McClelland, Professor Craig McInnis, Professor Alistair Moffat, Professor Terry Nolan (for items 1-6.1.6 and 6.3-9 only), Professor Pip Pattison (for items 1-6.1.6 and 6.3-9 only), Dr Ann Roberts, Ms Jenny Stephens (for items 1-6.1.6 and 6.3-9 only), Associate Professor Peter Tregloan and Mr William Watson (for items 6.3 and 7-10 only).

By Invitation

Associate Professor Subhra Dey and Mr Michael Robinson (for item 6.2 only).

Observers

Nil.

In Attendance

Ms Helayne Ng (Acting Committee Secretary for items 1-5.4.2) and Ms Karen Roe (Committee Secretary for items 5.5-10).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Su Baker, Associate Professor Carol Johnston, Dr Michelle Livett, Professor Peter McPhee and Professor Loane Skene.

1.2 Attending

The Committee welcomed Professor Subhra Dey and Mr Michael Robinson to the meeting for item 6.2 only.

1.3 Membership

The Chair thanked retiring committee members and noted that members elected/re-elected to the Committee for 2005 include Professor Alun Jackson, Professor Alistair

Moffat and Associate Professor Jenny Lye.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 7 October 2004 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.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

This item was deferred until the next meeting, because the Quality Assurance and Accountability Committee had not held a meeting recently.

4.2 Academic Programs Committee

The Committee received from the Postgraduate Coursework Programs Sub-Committee a tabled paper, 'Infrastructure Support for Postgraduate Coursework Students: the Responsibilities of Academic Departments'. The Committee **resolved** to address in the 2005 review of academic programs the responsibilities of faculties, through their departments, for provision of suitable infrastructure for postgraduate coursework students.

The Committee received from Professor Bryan a verbal report about current issues before the Academic Programs Committee (APC). Partially semesterised subjects were difficult to administer and problematic for both staff and students; therefore, the APC agreed that it was preferable for subjects to be either year long subjects or semesterised.

4.3 Melbourne University Private Committee

The Committee received from the Chair a verbal report about current issues before the Melbourne University Private Committee. The Graduate Certificate in International Development, Postgraduate Certificate in Public Private Partnerships and Master of Enterprise (Executive) were endorsed and recommended to the Academic Board on the basis of comparable quality to courses of the same classification level offered by the University of Melbourne.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

This item was deferred until the next meeting, because the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) had not held a meeting recently.

4.5 Steering Committee for the Turnitin Trial

This item was deferred until the next meeting, because the Steering Committee for the Turnitin Trial had not held a meeting recently.

5. Review of Academic Programs 2004

5.1 Review Schedule

The Committee received and noted the updated schedule for the review of academic

programs in 2004. Dr Emison reported verbally that Deans are required in the annual Operational Performance Reviews to report on outcomes of reviews and audits that have been conducted in their faculty over the previous year. Therefore, it would not be necessary for TALQAC to pursue feedback from faculties after 18 months about progress with the faculty action plans, because this would be covered in the Operational Performance Reviews.

5.2 Bachelor of Arts

5.2.1 Review Report

The Committee **endorsed** for forwarding to the Academic Board the final report on the review of the Bachelor of Arts. Concerns were raised about processes that permitted some students to undertake a Bachelor of Arts without identifying a major. The Chair, Professor Pattison and Professor McInnis undertook to correspond with the Dean of Arts about this issue.

5.2.2 Faculty Action Plan

The Committee received from the Faculty of Arts an action plan in response to recommendations made in the review report for improvement of the Bachelor of Arts. The Committee **resolved** to forward the action plan to the Academic Board.

5.3 Engineering Postgraduate Coursework Programs

5.3.1 Review Report

The Committee **endorsed** for forwarding to the Academic Board the final report on the review of Engineering postgraduate coursework programs.

5.3.2 Faculty Action Plan

The Committee received from the Faculty of Engineering an action plan in response to recommendations made in the review report for improvement of the Engineering postgraduate coursework programs. The Committee **resolved** to forward the action plan to the Academic Board.

5.4 Victorian College of the Arts Undergraduate Programs

5.4.1 Review Report

The Committee **endorsed for forwarding to the Academic Board** the final report on the review of Victorian College of the Arts undergraduate programs.

5.4.2 College Action Plan

The Committee received from the Victorian College of the Arts (VCA) an action plan in response to recommendations made in the review report for improvement of the VCA undergraduate programs. The Committee **resolved** to forward the action plan to the Academic Board.

5.5 Improving TALQAC Processes for the Review of Academic Programs

The Committee received and discussed feedback on the review process provided in email correspondence from the external academics who participated in the review process, Professor Michael Brisk dated 24 October 2004, Professor Stephen Garton dated 28 October 2004 and Dame Janet Ritterman dated 3 November 2004.

6. Evaluation Cycle and Student Administration Reports

6.1 Improving TALQAC Processes for the Evaluation Cycle Reports

The Committee discussed ways to improve TALQAC processes for the evaluation cycle reports. It **resolved** to propose discussion of the reports at the Head Spaces forum to facilitate communication among various stakeholders around the University, including the University Planning Office, Heads of Departments and Associate Deans (Academic). The Chair undertook to discuss this proposal with Ms Sarah Lenehan, Human Resources.

6.1.1 Quality of Teaching

The Committee received the summary pages of the 'Student Feedback on the Quality of Teaching: Report on Semester 1 2004, Summer Semester 2004 and Trend Data'.

6.1.2 Quality of Administrative and Support Services for Students

The Committee received the summary pages of the 'Quality of Administrative and Support Services for Students: Report on the 2003 Survey of Students Based at the Parkville Campus'.

6.1.3 Quality of Supervision and Academic Support

The Committee received the summary pages of the 'Quality of Supervision and Academic Support'.

6.1.4 Graduate Destination Survey

The Committee received the summary pages of the 'Graduate Destination Survey 2003: Life After Graduation for the Graduates of 2002 of the University of Melbourne. A Snapshot at 30 April 2003'.

6.1.5 Course Experience Questionnaire

The Committee received the summary pages of the 'Course Experience Questionnaire 2003: the Course Experience of Graduates of the Year 2002 of the University of Melbourne'.

6.1.6 Postgraduate Research Experience Questionnaire

The Committee received the summary pages of the 'Postgraduate Research Experience Questionnaire (PREQ): 2001/2 Outcomes for the University of Melbourne, and Comparisons with Other Large Respondent Populations'.

6.2 Head Start Project Group into the Quality of Teaching

The Committee received from Associate Professor Subhra Dey and Mr Michael Robinson a project report, 'Head Start Program 2004: Quality of Teaching Surveys: for Better or Worse?', and a presentation on the project. The Committee discussed disparaging comments about teaching staff made by students in the surveys, and whether Heads of Departments should remove offensive, eg racial or homophobic, content before forwarding survey feedback to the relevant staff member. It was agreed that Heads must use their judgement, but respect freedom of speech.

6.3 Errors in Examination Papers

The Committee received from Mr Gerry Barretto, Student Administration, a memorandum dated 15 October 2004 about errors in examination papers during the June

examination period, and **resolved to forward the report to the Academic Board**. The Secretary was requested to thank Mr Barretto and indicate the revised format should continue to be used in 2005.

7. Audit of Off-Shore Programs

The Committee received from Professor Pattison a paper, “‘In House” Audit of Offshore Programs’, containing a list of off-shore, academic programs as the first step in the audit requested of TALQAC and the APC by QAAC in preparation for the visit by AUQA. The Committee received from Professor Pattison a tabled paper, ‘Proposed Questions for “In-House” Audit of Offshore Programs’, with a list of questions to ask faculties about quality assurance of offshore programs also. The Committee requested the removal of the first part of question 10, and advised Professor Pattison to read the Education Services for Overseas Students Act and the Association of Universities and Colleges in Canada code of practice.

8. Working Groups

8.1 Working Group on Minor Thesis

The Committee received from Dr Emison a verbal report about the progress of the Working Group on Minor Thesis. Responses to the 2004 survey of students undertaking a minor thesis (honours and postgraduate coursework) are due in mid November 2004.

8.2 Working Group on Combined Degrees

The Committee received from Professor Bryan a verbal report about the progress of the Working Group on Combined Degree formed jointly by the APC and TALQAC. The working group seeks a new member who is a program manager with experience in front line service to students.

8.3 Working Group on Intellectual Property in Undergraduate Courses

This item was deferred until the next meeting, because the Working Group on Intellectual Property in Undergraduate Courses had not held a meeting recently.

8.4 Working Group on TALQAC Processes

The Committee received from Dr Elgar a verbal report about the progress of the Working Group on TALQAC Processes. Thirty-five responses have been received to the letters to Heads of Departments about quality of teaching and learning at the University and the role of the evaluation cycle surveys. The working group is liaising with the Head Start project group on Quality of Teaching surveys for input also.

8.5 Assessment Implementation Working Group

The Committee received from Professor Pattison a verbal report about the progress of the Assessment Implementation Working Group. Recommendations included in the three reports by TALQAC, TALMET and the APC are being prioritised for next year, because the implementation of these recommendations is listed in the University operational plan 2005. The next meeting of the working group will focus on online assessment, and will be attended by Dr Ric Canale, Teaching Learning and Research Support, Information Division.

9. Other Business

Nil.

10. Next Meeting

The next meeting will be held at 2.15pm Thursday 10 February 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville. The Chair thanked the members for their service to the Committee in 2004.

The meeting closed at 5.00pm.

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 Bellegem, President, University of Melbourne Postgraduate Association
Professor Jeff Borland, Head, Department of Economics
Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law
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
Dr Michelle Livett, Associate Dean (Academic Programs), School of Physics
Associate Professor Jenny Lye, Department of Economics
Ms Claire McClelland, MU Student Union Ltd
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, Education Officer, MU Student Union Ltd
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, and Head of the School of Behavioural Science
Dr Ann Roberts, Associate Professor, Department of Physics
Professor Loane Skene, President of the Academic Board, 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 Johanna Wyn, Head, Education Policy and Management
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

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
Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences
Ms Diana Harrison, Executive Officer, Faculty of Veterinary Science
Ms Helen Hayes, Vice-Principal (Information)
Ms Lin Martin, Vice-Principal and Academic Registrar
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
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
Director, Melbourne Business School

REVIEW PANELS AND WORKING GROUPS

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
Professor Stephen Garton, Dean, Faculty of Arts, The University of Sydney
Mr Bill Jones, Planning Analyst, University Planning Office, The University of Melbourne
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, and Head of the School of Behavioural Science
Professor Leon Sterling, Department of Computer Science and Software Engineering, The University of Melbourne
Mr William Watson, University of Melbourne Postgraduate Association, 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
Mr John Osborn, Education Officer, MU Student Union Ltd, The University of Melbourne
Dame Janet Ritterman DBE, Director, Royal College of Music, London
Professor Loane Skene, President of the Academic Board, Law School, The University of Melbourne
Ms Sue Sleep, Project Officer, University Planning Office, The University of Melbourne
Ms Jenny Stephens, Director, Academic Services (Student Programs), The University of Melbourne

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, Chair, Academic Programs Committee, Law School, The University of Melbourne
Ms Sue Sleep, Project Officer, University Planning Office, 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

Assessment Implementation Working Group

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, and Head of the School of Behavioural Science (Chair)

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

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

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

Undergraduate student representative - vacant

Working Group on Combined Degrees

Professor Michael Bryan, Chair, Academic Programs Committee, Law School, The University of Melbourne (Chair)

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, and Head of the School of Behavioural Science

Professor Leon Sterling, Department of Computer Science and Software Engineering

Representative from the Office of the Vice-Principal and Academic Registrar - vacant

Faculty General Manager - 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 Claire McClelland, MU Student Union Ltd

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

Associate Professor Peter Tregloan, School of Chemistry

Working Group on Minor Thesis

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

Mr Matthew Belleghem, President, University of Melbourne Postgraduate Association

Ms 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

Professor Alistair Moffat, Department of Computer Science and Software Engineering

Signed by the Chair: _____ and dated: _____