

**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: \_\_\_\_\_