

THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

Meeting 10/05

MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee (the Committee) was held at 2.15pm Thursday 10 November 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne (the University), Parkville.

PRESENT

Committee Members

Professor Leon Sterling (Chair), Professor Glenn Browning (for items 3.1-9), Professor Michael Bryan, Ms Suzanne Daroesman, Mr Paul Donegan, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Alistair Moffat, Ms Jenny Stephens, Mr William Watson and Professor Doris Young.

Observers

Nil.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Su Baker, Associate Professor Prem Bhalla, Professor Jeff Borland, Professor Mark Elgar, Associate Professor Sue Elliott, Professor Patrick Griffin, Associate Professor Carol Johnston, Ms Maddy McMaster, Professor Pip Pattison and Professor Loane Skene.

1.2 Thanks

The Chair thanked the members for their contribution to the work of the Committee during 2005, especially those who retired from the Committee after the meeting.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 13 October 2005 were confirmed as an accurate record, subject to an edit to the list of members present.

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 action items:

3.1.1 International Student Survey

Ms Stephens reported verbally that Academic Services requests biannual reports from the faculties about their response to issues raised in the evaluation cycle report, 'Survey of Final Year International Students on their Experience of the University of Melbourne: International Students who Completed a Course of Study During 2004'. The Chair requested that Ms Stephens forward these faculty reports to the Committee when available.

3.1.2 Student Feedback on Tutorials and Lectures

The Secretary was requested to write to Dr Christine Brown to advise that issues raised in her letter of 9 September 2005 about feedback from student representatives on the timeliness of student feedback on tutorials and lectures were discussed at the October meeting, and recommendations were forwarded to the Academic Board.

3.1.3 Generic Skills

The Committee was advised that Dr Kerri-Lee Harris is preparing some information for staff and students on generic skills.

4. Other Committees

4.1 Academic Programs Committee

The Committee received a paper by Dr James, 'The weighting of examinations in assessment'. Professor Bryan gave a verbal report about matters discussed at the recent meeting of the Academic Programs Committee (APC). The Committee discussed the award course policy and practice of the School of Enterprise at the University which will continue several courses of the former Melbourne University Private Ltd. These courses will be monitored and reviewed by APC and TALQAC, especially courses which are taught off-shore in other languages for the first time by the University.

4.2 Melbourne University Private Committee

The Committee received from the Chair a verbal report about matters discussed at the final meeting of the Melbourne University Private Committee (MUPC) on 28 October 2005. The MUPC is expected to be disestablished by the Academic Board at the November meeting.

4.3 Teaching and Learning (Multimedia and Educational Technologies) Committee

This item was deferred until the next meeting.

5. Course Reviews

5.1 Review Schedule

The Committee received the updated 'Course Reviews: Schedule 2005' for the 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. The Secretary was requested to revise the list of appointments for the faculty visit to separate the staff lunch and include a focus group of administrative and technical staff, and revise the letters to faculties to request that lecture theatres are not used for review appointments.

5.2 Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and Combined Degrees

5.2.1 Final Review Report

The Committee received and **approved** the report, 'Review of Academic Programs 2005: Faculty of Engineering Bachelor Courses' by the University Planning Office, subject to an edit to page 7, and **resolved** to forward the revised report to the Academic Board.

5.2.2 Feedback on the Review Process

The Committee received the following correspondence about feedback on the review process:

- a. memorandum dated 18 October 2005 from the Secretary to the Dean, Faculty of Engineering,
- b. email dated 1 November 2005 from the Dean, Faculty of Engineering, to the Secretary,
- c. letter dated 18 October 2005 from the Secretary to Professor David Abramson.

5.3 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

5.3.1 Final Review Report

The Committee received and **approved** the report, 'Review of Academic Programs 2005: Faculty of Education Bachelor Courses' by the University Planning Office, and **resolved** to forward it to the Academic Board with the faculty action plan.

5.3.2 Feedback on the Review Process

The Committee received the following correspondence about feedback on the review process:

- a. memorandum dated 18 October 2005 from the Secretary to the Deans, Faculty of Education, Faculty of Veterinary Science and Faculty of Economics and Commerce,
- b. memorandum dated 31 October 2005 from Associate Professor Christine Ure to the Secretary,
- c. letter dated 18 October 2005 from the Secretary to Professor Alan Reid,
- d. email correspondence dated 31 October 2005 from Professor Reid to the Secretary.

5.4 Bachelor of Veterinary Science and Bachelor of Animal Science

5.4.1 Final Review Report

The Committee received and **approved** the report, 'Review of Academic Programs 2005: Faculty of Veterinary Science Bachelor Courses' by the University Planning

Office, and **resolved** to forward it to the Academic Board with the faculty action plan.

5.4.2 Feedback on the Review Process

The Committee received the following correspondence about feedback on the review process:

- a. email dated 31 October 2005 the Dean, Faculty of Veterinary Science, to the Secretary,
- b. letter dated 18 October 2005 from the Secretary to Dr Glen Coleman,
- c. email dated 4 November 2005 from the Dr Coleman to the Secretary.

5.5 Economics and Commerce Postgraduate Coursework Programs

5.5.1 Final Review Report

The Committee received and **approved** the report, 'Review of Academic Programs 2005: Postgraduate Course in the Faculty of Economics and Commerce' by the University Planning Office, and **resolved** to forward it to the Academic Board with the faculty action plan.

5.5.2 Feedback on the Review Process

The Committee received the following correspondence about feedback on the review process:

- a. email dated 1 November 2005 the General Manager, Faculty of Economics and Commerce, to the Secretary,
- b. letter dated 18 October 2005 from the Secretary to Professor Gill Palmer.

6. Evaluation Cycle and Student Administration

6.1 Academic Honesty: Turnitin Report

The Committee received a report by Ms Anna Shadbolt, 'Turnitin update: interim report of Turnitin usage: TALQAC November 2005'. The Chair requested an update on the status of the intellectual property statute in the next report.

6.2 School of Enterprise: Quality Assurance

The Committee received a tabled section of the report by Ms Mariann Fee, 'The University of Melbourne: School of Enterprise: Summary Template: Award Course Policy and Practice'. The Committee **approved** an interim arrangement for 2006 for the School of Enterprise to gather student feedback on the quality of teaching through their own surveys, rather than the 'Quality of Teaching Survey' which is conducted by the University Planning Office. The Committee requested biannual reports with an evaluation of the survey results in March and September. The surveys should focus on quality of teaching, rather than subject content.

7. Working Groups

7.1 Assessment Implementation Working Group

The Committee received a tabled booklet by Dr Kerri-Lee Harris, 'Guide for Reviewing Assessment', and a tabled booklet by Dr Gabrielle Baldwin, 'The Teaching-Research Nexus'.

7.2 Examinations Working Group

The Committee received from Professor Bryan a verbal report about the progress of the Examinations Working Group. The membership has not been appointed yet. It is anticipated the first meeting will focus on the current examination period.

7.3 Working Group on Intellectual Property in Undergraduate Courses

The Committee received from the Chair a tabled report, 'TALQAC Working Group on IP: draft report, November 2005', and a tabled draft booklet, 'Managing intellectual property in the Undergraduate Curriculum'. The members were requested to email feedback on the booklet to the Chair. The Working Group on Intellectual Property in Undergraduate Courses was **disbanded**.

7.4 Working Group on TALQAC Processes

The Committee received from Professor Moffat a verbal report about the progress of the Working Group on TALQAC Processes. The Working Group was **disbanded** in light of the extensive discussion of the 'Quality of Teaching' survey at the October meeting of the Academic Board. The Committee **resolved** to allocate time at the July 2006 meeting to review its processes in regard to the evaluation cycle reports.

7.5 Working Group on Cross-Communication Issues and Combined Degree Students

The Committee **resolved** to reconvene the Working Group on Cross-Communication Issues and Combined Degree Students in collaboration with the APC in 2006.

8. Other Business

8.1 Vice-Chancellor's Colloquium on Teaching and Learning

The Committee received a tabled program for the '2005 Vice-Chancellor's Colloquium on Teaching and Learning on Learning, Teaching and the Melbourne Experience'. The Chair undertook to discuss with Professor Skene the possibility of the Committee making a presentation about quality assurance and the course reviews at the colloquium next year.

9. Next Meeting

The Committee noted the meeting dates for next year at 2.15pm Thursday 9 February, 9 March, 13 April, 11 May, 8 June, 13 July, 10 August, 7 September, 12 October, 9 November 2006 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.00pm.

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

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

Professor Mark Elgar, Department of Zoology

Associate Professor Sue Elliott, Assistant Vice Chancellor (Teaching, Learning and Equity) and Director, Faculty Education Unit, Faculty of Medicine, Dentistry and Health Sciences
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 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; Pro Vice-Chancellor, Professor, Faculty of Law, Faculty of Medicine, Dentistry and Health Sciences, Program Director, Ethics of Biotechnology, Centre for Applied Philosophy and Public Ethics (CAPPE), and Deputy Director, Centre of Law and Genetics
Ms Jenny Stephens, Director, Academic Services (Student Programs)
Associate Professor Peter Tregloan, School of Chemistry
Mr William Watson, President, University of Melbourne Postgraduate Association
Professor Doris Young, Head, Department of General Practice
One postgraduate student nominated by the President of the University of Melbourne Postgraduate Association - vacant

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

Hard copy distribution with agenda papers

Mr Russell Hillbrich, General Manager, Student Administrative Services
Mr Ian Marshman, Senior Vice-Principal
Professor Peter McPhee, Deputy Vice-Chancellor (Academic)

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 Helen Hayes, Vice-Principal (Information)
Ms Elizabeth Lightfoot, Academic Programs Manager, Faculty of Veterinary Science, Werribee campus
Mr Robert Northey, General Manager, Faculty of Music
Ms Suzanne Parker, Director, Policy and Planning, Faculty of Law
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

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
Mr Michael Beaton-Wells, Acting Director, University Planning Office (from January-July 2005 as the representative of the University Planning Office)
Professor Michael Bryan, Chair, Academic Programs Committee, Faculty of Law
Mr Paul Donegan, Chair, Interim Student Representative Committee, MU Student Union Ltd
Mr Bill Jones, Planning Analyst, University Planning Office, The University of Melbourne (from August-December 2005 as the representative of the University Planning Office)
Associate Professor Jenny Lye, Department of Economics
Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science

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
Mr Michael Beaton-Wells, Acting Director, University Planning Office (from January-July 2005 as the representative of the University Planning Office)
Mr Peter Beilby, Manager, Financial Aid and Operations, Advisory Services (for September 2005 as the nominee of Ms Jenny Stephens)
Professor Glenn Browning, Professor in Veterinary Microbiology, Department of Veterinary Science
Dr Mark A Elgar, Associate Professor, Department of Zoology
Ms Judith Heron, Manager, International Student Services (for August 2005 as the nominee of Ms Jenny Stephens)
Mr Bill Jones, Planning Analyst, University Planning Office, The University of Melbourne (from August-December 2005 as the representative of the University Planning Office)
Ms Susanne Munro, MU Student Union Ltd
Professor Alan Reid, Professor of Education, School of Education, University of South Australia
Ms Jenny Stephens, Director, Academic Services (Student Programs) (for January-July and October-December 2005)

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 Michael Beaton-Wells, Acting Director, University Planning Office
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, Pro Vice-Chancellor, Professor, Faculty of Law, Faculty of Medicine, Dentistry and Health Sciences, Program Director, Ethics of Biotechnology, Centre for Applied Philosophy and Public Ethics (CAPPE), and Deputy Director, Centre of Law and Genetics
Associate Professor Peter Tregloan, School of Chemistry
One postgraduate student nominated by the President of the University of Melbourne Postgraduate Association - vacant

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
Ms Suzanne Daroesman, Manager, Evaluation Cycle, University Planning Office
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, President, University of Melbourne Postgraduate Association

Working Groups Members

Assessment Implementation Working Group

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

Professor Glenn Bowes, Faculty of Medicine, Dentistry and Health Sciences

Dr Richard James, Associate Professor and Acting Director, Centre for the Study of Higher Education, and Associate Dean, School of Graduate Studies

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

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 Cross-Communication Issues and Combined Degree Students

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

Examinations Working Group

General Manager, Student Administrative Services, or nominee

Four academic staff drawn from APC, TALQAC and TALMET (at least one from each committee) including at least one person from a faculty with expertise in conducting practical and or clinical examinations

One undergraduate student member

One postgraduate student member

Faculty General Manager, or nominee

Optional co-opted members

Working Group on Intellectual Property in Undergraduate Courses

Professor Leon Sterling, Department of Computer Science and Software Engineering - CHAIR

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 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