

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 9/03

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 9 October 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

Members

Professor Leon Sterling in the Chair, Professor Andrew Christie, Dr Mark A Elgar, Dr Mary R. Emison, Dr Richard James, Associate Professor Carol Johnston, Professor Peter McPhee, Professor Alistair Moffat, Professor Terry Nolan, Professor Field Rickards, Dr Ann Roberts, Mr Lachlan Williams and Professor Johanna Wyn.

Observer

Associate Professor Su Baker and Mr Richard Frampton.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Professor Margaret Britz, Professor Brian Galligan, Professor Craig McInnis, Ms Jenny Stephens and Associate Professor Peter Tregloan.

1.2 Membership Changes

The Committee **endorsed for recommendation to the Academic Board** amendments to the TALQAC membership list to reflect the departure of Professor Lee Dow from the Committee, a change of title for Professor McPhee, and some typographical details.

1.3 Attendance

The Committee welcomed Mr Richard Frampton as an observer at the meetings.

2. Minutes of the Previous Meeting

The Committee confirmed the minutes of the previous meeting held on Thursday 11 September 2003 were an accurate record, subject to an edit to item 5.6.

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:

3.1.12 Best Practice in Professional Postgraduate Coursework

The Secretary verbally reported that permission is being sought from the Australian Universities Teaching Committee to post the report, 'Best Practice in Professional

Postgraduate Coursework', on the TALQAC website following the presentation by Professor Ian Reid at the August meeting. The Secretary will report on the outcome at a later meeting.

4. Review of Academic Programs

4.1 Schedule

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

4.2 TALQAC Review Panel Reports

4.2.1 Bachelor of Science

The Committee received from the TALQAC review panel (Science) a draft report on the review of the Bachelor of Science. Professor Sterling verbally reported as Chair of the TALQAC review panel (Science). The Faculty of Science received a copy, and will discuss the report at the Faculty Academic Programs Committee following its presentation to the Academic Board in November. The Committee discussed an issue raised during the faculty visit about the adequacy of support services for students with English as their second language (ESL), as well as ESL requirements for entry to University courses, and the monitoring of English language skills after the commencement of courses.

4.2.2 Bachelor of Music

The Committee received from the TALQAC review panel (Music) a revised draft report on the review of the Bachelor of Music. Dr Elgar verbally reported as Chair of the TALQAC review panel (Music). The Faculty of Music received a copy of the report. The Committee requested that Dr Elgar insert a section in the report on commendations and remove the names of University Planning Office staff.

4.2.3 Law Postgraduate Coursework Programs

The Committee received from the TALQAC review panel (Law) a draft report on the review of law postgraduate coursework programs. Professor Nolan verbally reported on behalf the TALQAC review panel (Law). The Juris Doctor, Master of Laws and graduate diploma/certificates were reviewed. Law excels at market sensitivity, flexibility and innovation in its programs. An advisory board is in place for each program, and non-university teachers are employed for these courses to attune the course to workplace needs.

4.3 Faculty Feedback and Action Plans

4.3.1 Faculty of Science

This item was deferred until the November meeting.

4.3.2 Faculty of Music

The Committee received from the Faculty of Music written feedback and an action plan in response to the panel report on the review of the Bachelor of Music.

4.3.3 Law School

The Committee received from the Law School written feedback and an action plan in response to the panel report on the review of law postgraduate coursework programs.

4.4 Feedback to Focus Groups

The Committee resolved to post the review panel reports on the TALQAC website as feedback to focus groups convened during the visits to the Faculty of Science, Faculty of Music and Law School. These will be posted on the website after being received by the Academic Board in November.

5. Evaluation Cycle

5.1 Errors in Examination Papers for Semester 1, 2003

The Committee received from Student Administration a report on 'Statistical Data on Errors in Examination Papers for Semester 1, 2003', and noted the improvement in error rates since 1998.

5.2 Postgraduate Research Experience Questionnaire

The Committee received from the University Planning Office a report on 'Postgraduate Research Experience Questionnaire (PREQ): 2001/2 outcomes for the University of Melbourne, and comparisons with other large respondent populations'. An amendment was noted for the title of table 7, page 7, which should read 'Overall satisfaction'. The Committee expressed concern that postgraduate students at the University of Melbourne are less satisfied with the quality of higher degrees than other institutions for Masters and Doctorates. Increasing numbers of postgraduate students feel detached from the research culture of their department.

5.3 Enrolments in Combined Degrees and Honours Courses

The Committee received from the University Planning Office a report on 'Enrolments in Combined Degrees and Honours Courses'.

5.4 Combined Degree Course Analysis

The Committee received from the University Planning Office a report on 'Combined Degree Course Analysis' on the completion, discontinuation and transfer rates of combined degree students.

6. Working Groups and Discussion Groups

6.1 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.

6.2 Working Group on Assessment

The Committee received from the Chair a verbal report on the progress of the Working Group on Assessment. Professor McInnis will resume the chair of the Working Group at the October meeting after his return from overseas.

6.3 Working Group on Academic Honesty

The Committee received from the Chair a verbal report on the Working Group on Academic Honesty. Professor McPhee is Chair of a working group which is expected to select a plagiarism detection system for the University shortly. The University plans to conduct plagiarism checks on about thirty subjects each semester beginning in 2004.

6.4 Working Group on Transition

The Committee received a verbal report from Associate Professor Johnston on the progress of the Working Group on Transition. She has forwarded the transition report to the Orientation Committee and the Student Support Committee for feedback, and will forward it to the October meeting of the Academic Board.

7. Meeting Dates 2004

The Committee received and noted the schedule of meeting dates for 2004.

8. Other Business

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 6 November 2003 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

The meeting closed at 3.30pm.

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, Head, 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