

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 8/04
MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 7 October 2004 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne, Parkville.

PRESENT

Members

Professor Leon Sterling (Chair), Professor Jeff Borland, Professor Michael Bryan, Dr Mark Elgar, Dr Michelle Livett, Associate Professor Jenny Lye, Ms Claire McClelland, Professor Pip Pattison, Dr Ann Roberts, Associate Professor Peter Tregloan (for items 1-5.4 only), Mr William Watson and Professor Doris Young.

By Invitation

Ms Suzanne Daroesman and Ms Judith Heron.

Observers

Associate Professor Su Baker and Ms Maddy McMaster.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Dr Mary Emison, Professor Graham Hutchinson, Associate Professor Carol Johnston, Professor Craig McInnis, Professor Alistair Moffat, Professor Terry Nolan and Professor Loane Skene.

1.2 New Member

The Committee welcomed a new member, Dr Michelle Livett, who was nominated by the Vice-President of the Academic Board as a supernumerary member. Dr Livett becomes the TALQAC nominee on the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) also.

1.3 Attending

The Committee welcomed Ms Suzanne Daroesman as the nominee of Dr Emison, and Ms Judith Heron as the nominee of Ms Stephens.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 12 August 2004 were confirmed as an accurate record, subject to an edit to item 9.

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 item:

3.1.18 Correspondence from Shane McKenzie

The Committee received from Associate Professor Tregloan a verbal report in response to the Committee's request at the previous meeting that TALMET look at the project proposal, 'Assessing Quality of Feedback in Online Marking Databases: an Opportunity for Academic Professional Development or Just Big Brother?' by Mr Shane McKenzie of the Department of Criminology. The Chair and Associate Professor Tregloan undertook to write to Mr McKenzie advising that neither committee can fund the project, but TALMET may consider the proposal as part of its faculty visits for the purpose of evaluating the effects of new technology in teaching. Professor Pattison undertook to refer Mr McKenzie's project proposal to the Senior Executive and Academic Board Officers meetings for advice about possible sources of funding. The Chair requested that Professor Borland discuss with Professor Skene a facility of the website of the Yale School of Management which allows staff to communicate ideas and provide feedback to the senior executive.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

The Committee received from the Chair, on behalf of Dr Emison who is as a member of the Quality Assurance and Accountability Committee (QAAC), a verbal report that QAAC continues its review of arrangements and preparation of documents for the visit by the Australian Universities Quality Agency (AUQA) in July 2005.

4.2 Academic Programs Committee

4.2.1 Postgraduate Certificates, Postgraduate Diplomas and Masters Courses

The Committee received from the Academic Programs Committee (APC) a paper, 'Relationship Between Post/graduate Certificates, Post/Graduate Diplomas and Masters Courses', by Associate Professor Ray Misson.

4.2.2 Off-Shore Programs

The Committee received a paper, 'Proposal for the Introduction of a New Course/Program or Substantial Change to an Existing Course/Program 2004' for the addition of an international clinical stream to the Master of Psychology, as an example of an off-shore, academic program, and a request from QAAC for a quality audit of off-shore, academic programs to be conducted by TALQAC and the APC in preparation for the visit by AUQA. The Committee **resolved** to compile a list of off-shore, academic programs as the first step in the audit.

4.2.3 Generic Skills and Subject Objectives

The Committee received from the Chair a verbal report about the lack of distinction between generic skills and subject objectives found in generic skill statements written by faculties. A working group to look at generic skills will be formed jointly by TALQAC and the APC in 2005.

4.3 Melbourne University Private Committee

This item was deferred until the next meeting, because Melbourne University Private Committee had not held a meeting recently.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Tregloan, Chair of TALMET, a verbal report about current issues before TALMET. The implementation of the Blackboard 6.0 Learning Management System at the University has commenced. TALMET will make presentations to faculty media co-ordinators over the next month.

4.5 Steering Committee for the Turnitin Trial

This item was deferred until the next meeting.

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.

5.2 Bachelor of Arts: Review Report

The Committee received the draft report on the review of the Bachelor of Arts, and noted the review panel's recommendations to TALQAC to consider the following University wide issues:

- a. improving communication between faculties and between faculties and students enrolled in combined degrees in the provision of course advice and course planning including advice on completing a coherent plan of study,
- b. reducing the volume of work required for minor course and subject changes.

In regard to recommendation a, the Committee received from Professor Bryan a verbal report about the request forwarded from TALQAC to the APC at the previous meeting to discuss cross-communication problems experienced by combined degree students who interact with two faculty offices about the requirements of their combined degree. A Working Group on Combined Degrees was formed jointly by TALQAC and the APC to examine the responsibilities for combined degree students. Membership includes Professor Bryan, Professor Pattison, Professor Sterling, a representative from the Office of the Vice-Principal and Academic Registrar and a Faculty General Manager.

The Committee noted the review panel's recommendations to the Faculty of Arts for improvement of the Bachelor of Arts:

- a. the Faculty should develop methods to ensure students who are not completing a major are undertaking a coherent plan of study
- b. improving the communication of Faculty policies and guidelines to staff in departments, schools and centres

- c. the restructuring of the Faculty FAPC and IT&MM Committees, such as introducing some cross membership of the committees, to provide greater coherence in policy
- d. providing support to staff to maintain programs developed through ICT related grants
- e. exploring means of assessing the acquisition of graduate attributes and generic skills to supplement information obtained through the Course Experience Questionnaire and improving communication with students about the progression of skills acquired throughout their degree.

The Committee **recommended to TALMET** that it address recommendation d. Recommendation e will be addressed by the Working Group on Generic Skills after it is formed jointly by TALQAC and the APC in 2005 (see item 4.2.3 above).

The Committee **resolved** to seek feedback from faculties after 18 months about progress with the action plans. Professor Pattison undertook to ask the University Planning Office if there will be any overlap between this request for feedback and the operational performance reviews. The Committee requested that Professor Skene include the commendations of the review reports in the President of the Academic Board's column in *Uninews*.

5.3 Engineering Postgraduate Coursework Programs: Review Report

The Committee received the draft report on the review of Engineering postgraduate coursework programs, and noted the review panel's recommendations to TALQAC to consider the following University wide issues:

- a. the predictive status of the ESL prerequisite and whether discretion at faculty level to consider other evidence was desirable,
- b. the relationship between university-wide Orientation programs for postgraduate coursework students offered by the School of Graduate Studies and the University of Melbourne Postgraduate Association (UMPA) and programs offered by Faculties needs to be clarified. In particular, to the best way to orientate postgraduate coursework students within their departments and faculties as well as providing general university and academic orientation should be investigated.

The Committee **recommended to the Selection Procedures Committee** that it address recommendation a.

5.4 Victorian College of the Arts Undergraduate Programs: Review Report

The Committee received the draft report on the review of undergraduate programs at the Victorian College of the Arts, and noted there were no recommendations from the review panel to TALQAC on University wide issues.

6. Evaluation Cycle and Student Administration Reports

6.1 Examination Venue Conditions

The Committee received a letter dated 24 August 2004 from Mr Gerry Barretto, Student Administration, in response to Dr Elgar's letter about examination venue conditions. Budgetary constraints are the major obstacle to improving conditions in examination venues. The Committee **resolved** to forward the letter to the Assessment Implementation Working Group to raise awareness of the issues. The Chair undertook to discuss with Mr Barretto the possibility of broadening the biannual reports on exam errors to a fuller report on the examination season including examination venue conditions.

7. Working Groups

7.1 Working Group on Minor Thesis

The Committee received from the Chair, on behalf of Dr Emison, a verbal report about the progress of the Working Group on Minor Thesis. The working group continues to liaise with faculties, and the 2004 survey of students undertaking a minor thesis (honours and postgraduate coursework) will be conducted over the next few months.

7.2 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.

7.3 Working Group on TALQAC Processes

The Committee received from Dr Elgar the revised terms of reference for the Working Group on TALQAC Processes. Letters were sent to Heads of Departments seeking their views on the issues covered in the terms of reference.

7.4 Assessment Implementation Working Group

The Committee received a revised proposal for the formation of the Assessment Implementation Working Group. Professor Pattison reported verbally the working group is considering a review of the assessment statement in the APC 'Blue Book' (guidelines for the submission of course proposals).

8. Other Business

Nil.

9. Meeting Dates 2005

The Committee noted the meeting dates for next year will be 2.15pm Thursday 10 February, 10 March, 7 April, 12 May, 9 June, 7 July, 11 August, 8 September, 13 October and 10 November 2005. Venue tba.

10. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 11 November 2004 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 3.45pm.

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 Belleghem, 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 Administration
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 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 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

Karen Roe 11.55am 21/2/05, LS 11/10/04, TALQAC 2004\minutes\TALQAC minutes04.8

Signed by the Chair: _____ and dated: _____