

UNCONFIRMED

THE UNIVERSITY OF MELBOURNE

ACADEMIC BOARD

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

Meeting 9/05

MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 13 October 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne (the University), Parkville.

PRESENT

Committee Members

Professor Alistair Moffat (Acting Chair), Ms Suzanne Daroesman, Mr Paul Donegan (for items 1-5.3.1 only), Professor Mark Elgar, Associate Professor Sue Elliott, Professor Patrick Griffin (for items 1-6.1 only), Professor Alun Jackson, Dr Richard James, Associate Professor Jenny Lye, Professor Craig McInnis (for items 1-6.1 only), Ms Susanne Munro, Professor Pip Pattison and Mr William Watson.

Observers

Nil.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Prem Bhalla, Professor Jeff Borland, Professor Glenn Browning, Professor Michael Bryan, Associate Professor Carol Johnston, Professor Loane Skene, Professor Leon Sterling, Associate Professor Peter Tregloan and Professor Doris Young.

1.2 Chair

Professor Alistair Moffat chaired the meeting in Professor Sterling's absence.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 8 September 2005 were confirmed as an accurate record, subject to edits to items 6.1 and 6.3.

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:

3.1.6 International Student Survey

Mr Donegan undertook to deliver to the October meeting of the Academic Board a brief, verbal overview of 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 Committee resolved to recommend to the Academic Board that Mr Yun-Han Lee, President of the Melbourne University Overseas Students Service, be admitted as an observer at the October Academic Board meeting.

4. Other Committees

4.1 Academic Programs Committee

The Committee received from Associate Professor Elliott a verbal report about matters discussed at the recent meeting of the Academic Programs Committee (APC). APC received a report from the Disability Liaison Unit about University compliance with Commonwealth Government disability standards for education providers. APC also received a paper on the weighting of examinations in assessment for the next meeting. The Secretary was requested to place this paper on the next TALQAC agenda.

4.2 Melbourne University Private Committee

This item was deferred until the next 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.

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

5.2.1 Review Panel Appointments

The Committee received from Professor McInnis a verbal report about the meeting at the Faculty of Engineering at 9.00am Friday 2 September 2005 to discuss the draft review report and possible improvements to the courses.

5.2.2 Draft Review Report

The Committee received a report, 'Review of Academic Programs 2005: Faculty of Engineering Bachelor Courses' by the University Planning Office, and a verbal report from Professor McInnis about outcomes of the review.

5.2.3 Faculty Feedback and Action Plan

The Committee received a letter dated 22 September 2005 from Mr John Styles, Faculty of Engineering, to Professor McInnis with feedback on the draft review report. Mr Styles advised that development of an action plan will depend upon the forthcoming review of the faculty. The Committee requested an action plan from the Faculty which should be forwarded to the Committee after the 2006 Operational Performance Review.

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 Review Panel Appointments

The Committee received from Professor Elgar a verbal report about the meeting at the Faculty of Education at 11.00am Tuesday 6 September 2005 to discuss the draft review report and possible improvements to the courses.

5.3.2 Draft Review Report

The Committee received a report, 'Review of Academic Programs 2005: Faculty of Education Bachelor Courses' by the University Planning Office, and a verbal report from Professor Elgar about outcomes of the review.

5.3.3 Faculty Feedback and Action Plan

The Committee received a paper, 'Action Plan and Response to the Report from the Teaching and Learning Quality Assurance Committee', by the Faculty of Education with feedback on the draft review report and an action plan for further improvement of the courses. The Committee discussed differing definitions of research-led teaching according to discipline.

5.4 Bachelor of Veterinary Science and Bachelor of Animal Science

5.4.1 Review Panel Appointments

The Committee received from Professor Moffat a verbal report about the meeting at the Faculty of Veterinary Science at 1.00pm Wednesday 14 September 2005 to discuss the draft review report and possible improvements to the courses.

5.4.2 Draft Review Report

The Committee received a report, 'Review of Academic Programs 2005: Faculty of Veterinary Science Bachelor Courses' by the University Planning Office, and a verbal report from Professor Moffat about outcomes of the review.

5.4.3 Faculty Feedback and Action Plan

The Committee received a paper, 'Faculty Response to TALQAC', from the Faculty of Veterinary Science with feedback on the draft review report and an action plan for further improvement of the courses.

5.5 Economics and Commerce Postgraduate Coursework Programs

5.5.1 Review Panel Appointments

The Committee received from Professor Griffin a verbal report about the meeting at the Faculty of Economics and Commerce at 12.00pm Tuesday 6 September 2005 to discuss the draft review report and possible improvements to the courses.

5.5.2 Draft Review Report

The Committee received a report, 'Review of Academic Programs 2005: Postgraduate Courses in the Faculty of Economics and Commerce' by the University Planning Office, and a verbal report from Professor Griffin about outcomes of the review. Professor Pattison undertook to check the University policy on zero point subjects.

5.5.3 Faculty Feedback and Action Plan

The Committee received a paper, 'Faculty Response to the TALQAC Review of Academic Programs 2005: Postgraduate Courses in the Faculty of Economics and Commerce', with feedback on the draft review report and an action plan for further improvement of the courses.

6. Evaluation Cycle and Student Administration

6.1 Student Feedback on Tutorials and Lectures

The Committee received a letter dated 9 September 2005 from Dr Christine Brown to Professor Peter McPhee with feedback from student representatives who attended a meeting of the International Students Consultative Committee, as well as tabled email correspondence between Professors McPhee, Skene and Sterling, Associate Professor Elliott and the Secretary in response to the letter. The Committee **resolved** to discuss tutor training with faculties during the TALQAC course reviews. The timeliness of student survey feedback on tutorials and lectures was referred to the Working Group on TALQAC Processes for further discussion. The Committee **recommended to the Academic Board** that:

- a. tutors be encouraged to seek student feedback early in the semester, using appropriate mechanisms, and noting that the standard 'Quality of Teaching Survey' (QOT) feedback was normally conducted late in each semester, and often did not apply at the level of individual tutorial classes.
- b. tutors be trained according to University-wide standards, and these standards be documented in a University handbook for tutors.
- c. the primary purpose of the QOT should be to measure the quality of subjects, rather than individuals, meaning that use of QOT scores for staff appraisal and confirmation purposes should always be tempered by the use of other indicators, including focussed questionnaires, peer review and other teaching evaluation mechanisms.

Associate Professor Elliott undertook to discuss these recommendations with Professor McPhee.

In regard to informing staff and students about the ways that QOT feedback is used to improve the quality of teaching and learning at the University, the Committee **recommended to the Academic Board** that:

- a. lecturers be requested to inform students at the beginning of each semester of the concerns raised by the QOT the last time this subject was offered, including describing any changes that have been made as a result of student feedback, and,

where changes have been requested in student comments but not made, the reasons why the status quo has been retained. The Committee does not suggest that full scores, or verbatim listings of student comments be provided, but that the general tenor of the previous QOT information should be summarised and answered,

- b. each subject website provide a summary of the same information concerning feedback on QOT concerns.

The Acting Chair undertook to email these recommendations to Professor Skene.

6.2 Academic Integrity

The Committee received an article, 'Copy Cat', from *Campus Review* about plagiarism, and an email dated 26 September 2005 from Ms Anna Shadbolt to Professors McPhee, Skene and Sterling advising the University academic integrity website has been amended.

7. Working Groups

7.1 Assessment Implementation Working Group

The Committee received from Professor Pattison a verbal report about the progress of the Assessment Implementation Working Group. Meetings are held monthly to discuss the implementation of the 23 recommendations of the working group. Currently the working group is focusing on ways to build graduate attributes through assessment, and the delivery of a 'hot topics' session for staff on assessment.

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

The Committee received an email dated 12 September 2005 from the APC Secretary to the TALQAC Secretary advising the Working Group on Cross-Communication Issues and Combined Degree Students has been put on hold until 2006. Combined degree enrolments will be disaggregated from 2006, due to an amendment to the Higher Education Act, and called double degrees. The working group will recommence when the impact of the changes on student administration are more apparent. The Secretary was requested to place this on the long term action sheet.

7.3 Working Group on Examination Conditions and Processes

See item 7.4 below.

7.4 Examinations Working Group

The Committee received a paper, 'Assessment Implementation Working Group: September 19, 2005', and **endorsed** the formation of the Examinations Working Group as a joint, ongoing working group of APC and TALQAC as outlined in the paper, subject to the following edits to the:

- a. membership, second category, "four academic staff...including at least one from a faculty with expertise in conducting practical and or clinical examinations",
- b. membership, new sixth category for optional co-opted members,
- c. terms of reference, point 1, "examinations policy and examination conditions",
- d. terms of reference, point 2, "examination processes and examination conditions".

7.5 Working Group on Intellectual Property in Undergraduate Courses

This item was deferred until the next meeting.

7.6 Working Group on TALQAC Processes

The Committee received from Professor Elgar a verbal report about the progress of the

Working Group on TALQAC Processes. Ms Daroesman will survey Deans for their input about quality of teaching and learning at the University and the role of the evaluation cycle surveys and the committees.

8. Other Business

Nil.

10. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 10 November 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.15pm

DISTRIBUTION

Committee Members

Unconfirmed minutes – electronic distribution plus hard copy distribution with agenda papers

Professor Alistair Moffat, Department of Computer Science and Software Engineering – ACTING CHAIR

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)

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

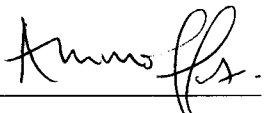
Mr Paul Donegan, Chair, Interim Student Representative Committee

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

Karen Roe 12.13pm 18/10/05, AM 16/10/05, TALQAC 2005\minutes\TALQAC minutes05.9

Signed by the Chair:  and dated: 10/11/05