

**THE UNIVERSITY OF MELBOURNE**  
**TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE**  
**MEETING 8/03**

Minutes of a meeting of the Teaching and Learning Quality Assurance Committee held at 2.15pm Thursday 11 September 2003 in the Jim Potter Room, Conference Centre, Old Physics Building, The University of Melbourne.

**Members**

Professor Brian Galligan in the Chair, Professor Margaret Britz, Professor Andrew Christie, Dr Mark A Elgar, Dr Mary R. Emison, Dr Richard James, Professor Peter McPhee, Professor Alistair Moffat, Professor Terry Nolan, Professor Field Rickards, Dr Ann Roberts, Ms Jenny Stephens, Professor Leon Sterling, Associate Professor Peter Tregloan, Mr Lachlan Williams, Professor Johanna Wyn, Professor Doris Young.

**Observer**

Associate Professor Su Baker.

**In Attendance**

Ms Karen Roe (Committee Secretary).

**BUSINESS**

**0. Formal Matters**

**0.1 Apologies**

The Committee received apologies from Associate Professor Ken Gelder, Associate Professor Carol Johnston, Professor Kwong Lee Dow, Professor Craig McInnis and Mr Nick Melchior.

**0.2 Attendance**

The Committee noted that Mr Richard Frampton, General Manager, Faculty of Medicine, Dentistry and Health Sciences, will attend future meetings as an observer.

**0.3 Membership**

The Committee noted that Professor Peter McPhee will attend the next meeting as Deputy Vice-Chancellor (Academic), and no longer as President of the Academic Board. The Committee noted Professor Kwong Lee Dow's retirement from the Committee, and thanked him for many years of valued committee service.

**1. Minutes of the Previous Meeting**

The Committee confirmed the minutes of the previous meeting held on Thursday 7 August 2003 were an accurate record.

**2. Matters Arising from the Minutes**

**2.1 Action Sheet**

The Committee received and noted the action sheet from the previous meeting.

### **3. Review of Academic Programs**

#### **3.1 Schedule**

The Committee received the schedule for the review of academic programs, and noted the faculty visit by the TALQAC review panel to the Faculty of Music was made in August; however, visits by TALQAC review panels to the Faculty of Science and Law School were delayed until September. Nonetheless, this was not expected to delay the final reports to the Academic Board in November as scheduled.

The Committee expressed appreciation to the University Planning Office for scheduling appointments with the faculties, providing profiles on the academic programs under review, and to Ms Carol Smith and Ms Sue Sleep for participating in and providing advice at the faculty briefings.

#### **3.2 Faculty Self-Evaluation Reports**

##### **3.2.1 Bachelor of Science**

The Committee received from the Dean of Science a report on the faculty's self-evaluation of the Bachelor of Science.

##### **3.2.2 Bachelor of Music**

The Committee received from the Faculty of Music a report on the self-evaluation of the Bachelor of Music.

##### **3.2.3 Law Postgraduate Coursework Programs**

The Committee received from the Law School a report on the self-evaluation of its postgraduate coursework programs.

#### **3.3 TALQAC Review Panel Reports**

The Committee resolved to include in each review panel report advice that recommendations by review panels for improvement of the academic program should be addressed by the faculty in its action plan, because these will be revisited during the operational performance reviews to be conducted by the Vice-Chancellor in April 2004.

##### **3.3.1 Bachelor of Science**

The Committee received from Professor Leon Sterling, as Chair of the TALQAC review panel (Science), a verbal progress report on the review of the Bachelor of Science. The review panel will write a report following a faculty visit on Wednesday 17 September 2003, and present the report to the Committee at the October meeting. Dr Richard James replaced Professor Carol Johnston on the review panel, because she is currently overseas.

##### **3.3.2 Bachelor of Music**

The Committee received from the TALQAC review panel (Music) a draft report on the review of the Bachelor of Music. Dr Mark Elgar verbally reported as Chair of the TALQAC review panel (Music). The visit to the Faculty of Music was collegial and enlightening. The review panel was impressed by the quality of teaching, and the processes in place to ensure that each student receives a quality education. Each student receives individual tuition by one of over 100 sessional staff employed by the Faculty. Academic expectations of the student are made clear at the beginning of the year, and the faculty responds quickly to change tuition arrangements if students are not satisfied. It was agreed these areas of excellence should be listed in

the review panel report.

### **3.3.3 Law Postgraduate Coursework Programs**

The Committee received from Professor Doris Young, as Chair of the TALQAC review panel (Law), a verbal progress report on the review of law postgraduate coursework programs. The review panel will write a report following a faculty visit on Friday 12 September 2003, and present the report to the Committee at the October meeting. The Law School has been very organised and reflective in its self-evaluation. The extensive range of academic programs in law, professionalism of staff, continuing growth in student numbers and flexibility of class schedules were discussed. Student focus groups have been difficult to organise, because law students often work full-time and attend classes in the evening.

## **4. Evaluation Cycle**

### **4.1 Student Feedback on the Quality of Teaching, Semester 1 2003**

The Committee received from the University Planning Office the concise report and the tabled full report, 'Student Feedback on the Quality of Teaching: Report on Semester 1 2003 and Trend Data'. Dr Mary Emison advised the survey questions will be changed for semester 2, and only one survey will be conducted instead of two. The Committee noted her request that a survey be conducted every third semester instead of each semester.

The Committee discussed the challenge of achieving satisfactory survey scores in subjects with large enrolments, and processes for pursuing feedback in subjects exempt from the Quality of Teaching survey. Mr Lachlan Williams was advised to approach departmental heads if he wished to discuss survey results for particular postgraduate courses.

### **4.2 Quality of Teaching Student Feedback Questionnaires: Policy Framework**

The Committee **endorsed for recommendation to the Academic Board** a tabled paper, 'Quality of Teaching Student Feedback Questionnaires: Policy Framework', with an amended policy framework for the Quality of Teaching Questionnaires. The Committee discussed aspects of the policy. It was suggested that practices for providing survey outcomes to staff and students varied across the University. Professor McPhee undertook to liaise with Dr Richard James in rewriting sections of the policy to emphasize the importance of feedback to students, the role of heads of departments in informing and discussing survey results with academic staff, the confidentiality of survey comments, the purpose of the surveys in monitoring quality of teaching rather than providing a guide for subject selection by students.

The Committee noted the questionnaires will be increasingly important in light of reforms to higher education under the Nelson Review. Publicly accessible quality assurance measures must be demonstrated to qualifying for government funding.

## **5. Working Groups and Discussion Groups**

### **5.1 Working Group on Minor Thesis**

The Committee received from Dr Mary Emison a report on the pilot survey of the quality of the learning experience for students undertaking a minor thesis (honours and postgraduate coursework), because they do not fall within the scope of the Quality of Teaching Survey or the Quality of Research Supervision and Academic Support Survey. The Committee **approved** the recommendation the pilot survey be extended into 2004 and that other faculties with relevant subjects be requested to participate. Within the extended schedule, the survey will be conducted during October-November 2003, survey

results will be analysed in January, and the report will be presented to the Committee in March 2004.

## **5.2 Working Group on Field Placements**

The Committee received from Professor McPhee a verbal report on the progress of the Working Group on Field Placements. Mr Chris Penman, Vice-Principal and General Counsel, has approved the direction of the legal document on field placements. The Chair will consult with the Compliance Office about the legal document before completing the Working Group's final report.

## **5.3 Working Group on Assessment**

The Committee received from Professor Sterling a verbal report on the progress of the Working Group on Assessment. A draft report is expected to be ready for the November meeting of TALQAC and the December meeting of the Academic Board to coincide with the presentation of the report by the TALMET Working Group on Assessment.

## **5.4 Working Group on Academic Honesty**

The Committee received from Professor McPhee a verbal report on the Working Group on Academic Honesty. The working group report recommending ASESS+COPICAT, the software application designed by the Department of Computer Science and Software Engineering, was received by the Academic Board in June. This report was forwarded to the Planning and Budgets Committee which formed a working group to look at alternative systems for plagiarism detection and associated costs. It is expected that a plagiarism detection software package will be selected for implementation in semester 1 2004.

## **5.5 Meeting on Postgraduate Coursework**

The Committee received from the Chair a verbal report on the progress of discussions between representatives of TALQAC, Academic Programs Committee, School of Graduate Studies and the University of Melbourne Postgraduate Association about issues of quality in postgraduate coursework programs at the University. Discussion will continue after a session on postgraduate coursework at a teaching symposium scheduled by the President of the Academic Board for 9 December 2003.

## **5.6 Working Group on Transition**

The Committee received a verbal report from Ms Jenny Stephens advising that Professor Carol Johnston will speak at the October meeting of the Student Support Committee about the working group report on transition.

## **6. Best Practice in Professional Postgraduate Coursework**

The Committee noted that, following his presentation to the August meeting, Emeritus Professor Ian Reid has provided the Secretary with the full report on 'Best Practice in Professional Postgraduate Coursework'. The Committee requested the Secretary seek permission from the Australian Universities Teaching Committee to post the report on the TALQAC website or purchase copies of the CD rom for distribution to the Committee members and Heads of Departments. Professor McPhee agreed to cover the cost of the CD roms as President of the Academic Board.

## **7. National Institute for Learning and Teaching in Higher Education**

The Committee received a discussion paper, 'National Institute for Learning and Teaching in Higher Education', about the role and function of a new institute for teaching and learning being

established as part of government reforms to higher education. Professor McPhee requested comments on the discussion paper for inclusion in a University submission to the Department of Education, Science and Training.

## **8. Other Business**

### **8.1 Unsatisfactory Progress Meetings in the Faculty of Music**

The Committee noted concerns expressed by Mr Lachlan Williams on behalf of the University of Melbourne Postgraduate Association (UMPA) about the participation of UMPA representatives in unsatisfactory progress meetings in the Faculty of Music. Professor McPhee requested that Mr Williams address these concerns with Professor Field Rickards who is directing a team of trainee Heads of Departments in a review of student programs.

## **9. Next Meeting**

The Committee noted the next meeting will be held at 2.15pm Thursday 9 October 2003 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne.

The meeting closed at 3.45pm.

## **DISTRIBUTION**

### **Members**

#### *Complete agenda papers – hard copy distribution*

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, President of the Academic Board, 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, Vice-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**

#### *Complete agenda papers – hard copy distribution*

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**

*Complete agenda papers – hard copy distribution*

Ms Karen Roe, Committee Secretary, Central Secretariat (x47528, k.roe@unimelb.edu.au)

## **For Information**

*Complete agenda papers – hard copy distribution*

Mr Russell Hillbrich, General Manager, Student Administration

Mr Ian Marshman, Senior Vice-Principal

Central Records, University Secretary's Department

*Agenda (without attached papers) and 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 Wrouth, General Manager, Faculty of Arts

Ms Fiona Zammit, General Manager, School of Graduate Studies