

CONFIRMED

THE UNIVERSITY OF MELBOURNE
TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
MEETING 7/04

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 9 September 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, Dr Mark Elgar, Dr Mary Emison, Professor Graham Hutchinson, Associate Professor Jenny Lye, Ms Claire McClelland, Professor Peter McPhee, Professor Terry Nolan, Professor Pip Pattison, Dr Ann Roberts, Professor Loane Skene, Ms Jenny Stephens 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 Su Baker, Mr Matthew Belleghem, Professor Michael Bryan, Associate Professor Carol Johnston, Professor Craig McInnis, Professor Alistair Moffat and Professor Doris Young.

1.2 New Member

The Committee welcomed a new member, Mr William Watson who replaced Ms Gaby Bright as the representative of the University of Melbourne Postgraduate Association.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 12 August 2004 were confirmed as an accurate record.

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:

3.1.2 TALQAC Representation on TALMET

The Committee received from the Chair a verbal report that Dr Michelle Livett

who is a member of the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) has been appointed by the Vice-President of the Academic Board as a supernumerary member of TALQAC. Dr Livett becomes the TALQAC representative on TALMET also.

3.1.3 Examination Venue Conditions

The Committee received from Dr Elgar a verbal report that he received a written response to his letter of 30 July 2004 to Mr Gerry Barretto, Student Administration, outlining concerns about conditions at the Royal Exhibition Building in Carlton where large examinations are conducted. The Chair requested that Dr Elgar give the Secretary a copy of Mr Barretto's letter for circulation to the members, and placement on the agenda for further discussion at the next meeting.

3.1.4 Reporting of Errors in Examinations

The Committee received from the Chair a verbal report about reporting of errors in examinations. It was noted the letter drafted by Professor Moffat, which included the guidelines for reporting of errors in examination papers, was sent to Heads of Departments by Student Administration.

3.1.5 Quality of Administrative Services for Students

The Committee discussed ways to highlight student feedback reports on the University website. Professor McPhee undertook to raise the issue with staff who are responsible for the University website. The Chair undertook to raise the issue with the Vice-Principal (Information) in regard to the working group formed by the Information Division to review website content.

The Committee received from Ms Stephens a tabled document, the 'Student Services Guide'. An extra 500 copies of the 'Student Diary' have been added to the print run for distribution to academic departments.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

The Committee received from Professor McPhee, as a member of the Quality Assurance and Accountability Committee (QAAC), a verbal report about current issues before QAAC. As part of the QAAC communication strategy, Professor McPhee is in the process of visiting every Faculty to meet with Deans, General Manager, Heads of Department and Departmental Managers to talk about the quality assurance cycle and the audit of the University by the Australian Universities Quality Agency (AUQA) in July 2005, as well as to identify an appropriate faculty member to assist with educating staff about quality assurance processes.

4.2 Academic Programs Committee

The Committee received from Professors Skene and Pattison a verbal report about current issues before the Academic Programs Committee (APC). A paper about the relationship between postgraduate certificates, postgraduate diplomas and Masters courses was received. The Chair requested the Secretary include this paper on the agenda for discussion at the next meeting.

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 Professor Pattison, as a member of TALMET, a verbal report about current issues before TALMET. A plan has been developed for the implementation of the Blackboard 6.0 Learning Management System at the University.

4.5 Steering Committee for the Turnitin Trial

The Committee received from Professor McPhee, as Chair of the Steering Committee for the Turnitin Trial (SCTT), a verbal report about the progress of the SCTT. Professor Moffat has been nominated as the TALQAC representative on the SCTT. Results were received from the software trial conducted on a large, first-year subject in the Faculty of Economics and Commerce. Around 3% of student submissions were found to have more than 25% similarity to original work on the Turnitin database. Another trial will be conducted on a subject in the Department of Management to test research based essays. The Chair requested a written report on the software trials at the end of semester 2 2004.

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. The Chair undertook to write a letter of thanks to the external academics who participated in the review process.

5.2 Bachelor of Arts

5.2.1 Review Panel Appointments

The Committee noted that a review report has been drafted. Professor Hutchinson reported verbally the review panel returned to the Faculty of Arts to discuss this report and possible improvements to the Bachelor of Arts at 3.00-4.00pm Wednesday 25 August 2004. Professor Hutchinson thanked the review panel for its work, Mr Bill Jones from the University Planning Office for his contribution to the review process, and Professor Stephen Garton, Dean (Arts) at the University of Sydney, for providing valuable input and an external perspective.

The Committee **recommended to the APC** that it discuss cross-communication problems experienced by combined degree students who interact with two faculty offices about the requirements of their combined degree.

5.2.2 Faculty Course Evaluation Report

The Committee received from the Faculty of Arts an evaluation report on the Bachelor of Arts.

5.3 Engineering Postgraduate Coursework Programs

5.3.1 Review Panel Appointments

The Committee noted that a review report has been drafted. Dr Roberts reported verbally the review panel returned to the Faculty of Engineering to discuss this report and possible improvements to postgraduate coursework programs at 11.00am-12.00pm Wednesday 18 August 2004. Dr Roberts thanked the review panel for its work, Ms Sue Sleep from the University Planning Office for her contribution to the review process, Emeritus Professor Michael Brisk, Department of Chemical Engineering at Monash University, for providing valuable input and an external perspective, and the Faculty of Engineering for participating in a

collegial manner.

The Committee requested that Professor Nolan liaise with the Dean of Graduate Studies, and provide a response from the School of Graduate Studies about the lack of coordination of transition programs which are run centrally and from the faculties.

5.3.2 Faculty Course Evaluation Report

The Committee received from the Faculty of Engineering an evaluation report on the postgraduate coursework programs.

5.4 Victorian College of the Arts Undergraduate Programs

5.4.1 Review Panel Appointments

The Committee noted that a review report has been drafted. Professor Nolan reported verbally the review panel visited the Victorian College of the Arts to conduct the review at 8.30am-3.15pm Thursday 2 September 2004, and the returned to discuss the draft report and possible improvements to undergraduate programs at 9.00-10.00am Wednesday 8 September 2004. Professor Nolan foreshadowed issues that will appear in the review report including the difficulty of assessment in a talent based course, student complaints that assessment is based on their final performance, and the reduction in government funding. He thanked the review panel for its work, Ms Sue Sleep from the University Planning Office for her contribution to the review process, and Dame Janet Ritterman DBE, Director of the Royal College of Music in London, for providing valuable input based on her experience of the British educational system.

5.4.2 College Course Evaluation Report

The Committee received from the VCA an evaluation report on the undergraduate programs.

6. Evaluation Cycle and Student Administration Reports

6.1 Evaluation Cycle 2003: Annual Report

The Committee received from the University Planning Office the 'Evaluation Cycle 2003: Annual Report'. Dr Emison reported verbally the report is written annually to summarise the evaluation cycle surveys as part of the annual Vice-Chancellor's 'Taking Stock' report to Council.

6.2 Free-Form Comments Received with the 2003 Course Experience Questionnaire

The Committee received from the University Planning Office an evaluation cycle report, 'Free-Form Comments Received with the 2003 Course Experience Questionnaire'. Dr Emison reported verbally the 'Course Experience Questionnaire' contains verbatim comments in response to two questions: best aspects of the course and aspects most in need of improvement. It was noted that some students feel isolated, rather than part of the academic community, especially in Arts and Science. The hours spent in paid employment after classes were identified as an influence on participation in campus life. The University Planning Office sent the entire report to each faculty, and Deans were encouraged to discuss the relevant comments with the Heads of Departments and Heads with their staff.

6.3 Student Feedback on the Quality of Teaching, Semester 1 2004

The Committee received from the University Planning Office an evaluation cycle report, 'Student Feedback on the Quality of Teaching: Report on Semester 1 2004, Summer Semester 2004 and Trend Data'. Dr Emison reported verbally that respondents recorded an improved level of overall satisfaction with the learning experience in their subjects. The report encouraged Deans to discuss the contents with the Heads of Departments. Deans were made aware of their responsibility for ensuring feedback on outcomes is given to staff and students.

7. Working Groups

7.1 Working Group on Minor Thesis

The Committee received from Dr Emison a verbal report about the progress of the Working Group on Minor Thesis. The working group is liaising with all faculties to select students for the 2004 survey of students undertaking a minor thesis (honours and postgraduate coursework). Outcomes will be released in 2005.

7.2 Working Group on Intellectual Property in Undergraduate Courses

The Committee received from the Chair a verbal report about the progress of the Working Group on Intellectual Property in Undergraduate Courses. The working group is in the process of rescheduling its next meeting.

7.3 Working Group on TALQAC Processes

The Committee received from Dr Elgar a verbal report about the progress of the Working Group on TALQAC Processes. A new member, Professor Moffat, has been invited to join the working group, as he is convenor of the Headspaces Working Group undertaking a project on the 'Quality of Teaching' Questionnaire.

7.4 Assessment Implementation Working Group

The Committee received from Professor Pattison a paper, 'Assessment Implementation Working Group: Draft Proposal: 5th August 2005'. Professor Pattison reported verbally the working group seeks an undergraduate member, and would welcome any nominations or volunteers. Professor Pattison undertook to send the Secretary the final proposal for distribution to the members and inclusion on the next agenda.

7.5 Working Group on Field Placements

The Committee received from Professor Pattison a verbal report that no feedback was received from the members of the Academic Programs Committee about the report by the Working Group on Field Placements. Professor Pattison undertook to send the Secretary the final report for forwarding to the Academic Board along with the related 'Off Campus Travel and Work Policy' by the Risk Management Office.

8. Other Business

8.1 Correspondence from Shane McKenzie

The Committee received from Mr Shane McKenzie, Department of Criminology, emails dated 5 August 2004 and 6 September 2004, and a project proposal, 'Assessing Quality of Feedback in Online Marking Databases: an Opportunity for Academic Professional Development or Just Big Brother?' The Committee requested the Secretary forward the paper to TALMET for their response to the proposal of analysing student assignment feedback written by academics and stored in the Online Marking and Results system for

the purposes of quality assurance of feedback and providing professional development for academics.

8.2 Due Diligence Reviews for the Incoming Vice-Chancellor

The Committee received from the Chair a verbal report about the due diligence review of teaching being conducted by external consultant, Dr Gregor Ramsay, for the incoming Vice-Chancellor. Dr Ramsay met with Professor McInnis, Professor McPhee, Dr Emison and the Chair, and attended a meeting of TALMET, to discuss quality assurance in teaching and learning. The Committee discussed an increasing overlap between the roles of TALQAC and TALMET.

8.3 Carrick Institute for Learning and Teaching in Higher Education

The Committee received from Professor McPhee a tabled media release dated 11 August 2004, 'New Carrick Institute for Learning and Teaching in Higher Education', and profile documents on the Institute.

9. Next Meeting

The Committee noted the next meeting will be held at 2.15pm Thursday 7 October 2004 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville.

The meeting closed at 4.00pm.

DISTRIBUTION

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
Director, Melbourne Business School
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 Wrouth, General Manager, Faculty of Arts
Ms Fiona Zammit, General Manager, School of Graduate Studies
Director, Melbourne Business School - tba

FOR INFORMATION

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 - 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

Signed by the Chair: _____ and dated: _____