

CONFIRMED

THE UNIVERSITY OF MELBOURNE

ACADEMIC BOARD

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

Meeting 8/05

MINUTES

A meeting of the Teaching and Learning Quality Assurance Committee was held at 2.15pm Thursday 8 September 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne (the University), Parkville.

PRESENT

Committee Members

Professor Leon Sterling (Chair), Associate Professor Prem Bhalla (for items 1.0-6.7 only), Professor Jeff Borland (for items 1-6.6 only), Professor Glenn Browning (for items 5.2.3-6.3 and 6.5-9.0 only), Ms Suzanne Daroesman (for items 1.0-7.2 only), Mr Paul Donegan, Associate Professor Sue Elliott, Professor Patrick Griffin (for items 1.0-6.7 only), Associate Professor Carol Johnston, Associate Professor Jenny Lye, Professor Craig McInnis, Professor Peter McPhee (for items 4.1-4.4 and 6.4 only), Professor Alistair Moffat (for items 1.0-6.7 only), Professor Pip Pattison, Associate Professor Peter Tregloan, Mr William Watson (for items 1.0-7.2 only).

Observers

Nil.

By Invitation

Mr Peter Beilby.

In Attendance

Ms Karen Roe (Committee Secretary).

BUSINESS

1. Formal Matters

1.1 Apologies

The Committee received apologies from Associate Professor Su Baker, Professor Michael Bryan, Professor Mark Elgar, Ms Maddy McMaster, Ms Susanne Munro, Professor Loane Skene, Ms Jenny Stephens and Professor Doris Young.

1.2 Membership

The Committee welcomed a new member, Associate Professor Sue Elliott.

1.3 Attending

The Committee welcomed Mr Peter Beilby to the meeting as Ms Jenny Stephen's nominee.

2. Minutes of the Previous Meeting

Minutes of the previous meeting held on Thursday 11 August 2005 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 Transition Programs

The Committee received a memorandum dated 24 August 2005 from Associate Professor Dawn Gleeson to the Committee with advice from the Academic Transition Working Group about the processes in place for monitoring the quality of transition programs.

3.1.17 Complaints from Students about Research Supervision

The Committee received a memorandum dated 17 August 2005 from the Dean of Graduate Studies to the Committee about how the University handles complaints from students about research supervision, and how the University undertakes quality assurance of research supervision.

4. Other Committees

4.1 Quality Assurance and Accountability Committee

The Committee received from Professor McPhee a verbal report that the Quality Assurance and Accountability Committee will be disestablished by Council.

4.2 Academic Programs Committee

This item was deferred until the next meeting.

4.3 Melbourne University Private Committee

This item was deferred until the next meeting.

4.4 Teaching and Learning (Multimedia and Educational Technologies) Committee

The Committee received from Associate Professor Tregloan a verbal report about matters discussed at the recent meeting of the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET). The Evaluation Strategy Working Group received feedback from faculties evaluating the impact of ICT on teaching and learning. The On-line Subjects Working Group is writing a paper on developing online teaching at the University. Information was gathered from faculties about their experiences within the pilot of the learning management system, 'Blackboard 6.0'. Priorities will be determined for the staged implementation in 2006.

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. The possibility of conducting the reviews of undergraduate and postgraduate courses separately and addressing selection issues in the reviews was mentioned.

The Committee thanked the University Planning Office, particularly Ms Daroesman and Mr Bill Jones, for their assistance with the course reviews. It was requested that a panel discussion be scheduled in between the student focus group and the meeting with the Dean for the review appointments next year.

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

5.2.1 Course Evaluation Report

The Committee received from the Faculty of Engineering a paper, 'Course Evaluation by the Faculty of Engineering 2005', containing an assessment of the Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Geomatic Engineering and Combined Degrees.

5.2.2 Accreditation Reports

The Committee received a letter dated 21 December 2004 from Professor Mike Brisk to Professor Jannie van Deventer about the accreditation of the Bachelor of Engineering by the Institution of Engineers Australia, and an assessors report dated 24-25 August 2005 about the accreditation of the Bachelor of Engineering by the Institution of Chemical Engineers.

5.2.3 Review Panel Appointment

The Committee received from Professor McInnis a verbal report about the visit to the Faculty of Engineering by the review panel at 9.00am Friday 12 August 2005.

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 Course Evaluation Report

The Committee received from the Faculty of Education a paper, 'Faculty Evaluation 2005', containing an assessment of 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.

5.2.3 Review Panel Appointment

The Committee received from Associate Professor Johnston a verbal report about the visit to the Faculty of Education by the review panel at 9.00am Tuesday 22 August 2005. A draft review report has been sent to the faculty for comment.

5.4 Bachelor of Veterinary Science and Bachelor of Animal Science

5.4.1 Course Evaluation Report

The Committee received from the Faculty of Veterinary Science a paper, 'TALQAC Self Evaluation: Faculty of Veterinary Science August 2005, containing

an assessment of the Bachelor of Veterinary Science and Bachelor of Animal Science.

5.4.2 Review Panel Appointment

The Committee received from Professor Alistair Moffat a verbal report about the visit to the Faculty of Veterinary Science by the review panel at 9.00am Wednesday 31 August 2005.

5.5 Economics and Commerce Postgraduate Coursework Programs

5.5.1 Course Evaluation Report

The Committee received from the Faculty of Economics and Commerce a paper, 'Report to TALQAC on Postgraduate Coursework Programs – Economics and Commerce', containing an assessment of Economics and Commerce postgraduate coursework programs.

5.5.2 Review Panel Appointment

The Committee received from Professor Griffin a verbal report about the visit to the Faculty of Economics and Commerce by the review panel at 9.00am Monday 29 August 2005.

6. Evaluation Cycle and Student Administration Reports

6.1 International Student Survey

The Committee received from the University Planning Office an 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'. Ms Daroesman was requested to forward to the Transition Working Group section 2.7 of the report, 'Advice to Incoming Students', and to continue monitoring through the evaluation cycle the quality of programs offered to international students over the next three years. The Committee **resolved** to send the report to the October meeting of the Academic Board.

6.2 Graduate Views on the Quality and Relevance of their Course

The Committee received from the Centre for the Study of Higher Education a report, 'Graduate Views on the Quality of and Relevance of their Course and University Experience: Summary Report: Responses of Graduate from Completion Years 1996-2001'. The Chair undertook to nominate a Committee member to deliver a short, verbal overview of the report to the September meeting of the Academic Board.

6.3 Quality of Teaching Survey on Field Placements

The Committee received email correspondence dated 15 August 2005 between Professor Pattison and Professor Sterling about the standard university process of assessing quality of teaching for field placement subjects at the Victorian College of the Arts. The Secretary undertook to send Professor Pattison the Committee report to the Academic Board dated September 2004 in which included the final report of the Working Group on Field Placements.

6.4 Academic Misconduct

The Committee received from the Office of the Deputy Vice-Chancellor (Academic) a paper dated August 2005, 'Processes and Penalties for Academic Misconduct: Plagiarism

and Collusion', and provided the following feedback:

- a. the coversheet cannot be signed if submitted electronically, so username and password should be required,
- b. advice should be provided that both the provider and receiver of information will receive penalties for collusion,
- c. incidents of academic dishonesty should be recorded in Merlin, so that previous incidents are known to academic staff,
- d. borderline incidents of academic dishonesty should be recorded in correspondence to the student that summarises the interview with the staff member and refers them to the academic honesty policy. This correspondence should be carefully worded and kept in departmental files for reference of academic staff,
- e. suggested wording for interviews with students suspected of academic dishonesty should be made available to academic staff.

6.5 Disability Action Plan

The Committee received a memorandum dated 25 August 2005 from Mr Matthew Brett to Professor Sterling about the 'Disability Action Plan 2004-2007', and noted its responsibility for action item 6.3.1, 'students are able to independently and anonymously complete all student feedback instruments'. It was noted that it may not be possible to facilitate independence and anonymity in all cases, eg where a technological or human aid is employed by the student to assist with completion of the surveys. The Secretary was requested to email Mr Brett to advise the Committee is investigating the issue.

6.6 Exemption from Quality of Teaching Survey

The Committee received tabled email correspondence dated 6 September 2005 from Ms Janet Beard to the Chair and **approved** an exemption from the Quality of Teaching survey for the School of Vocational Education and Training, Faculty of Land and Food Resources.

6.7 Student Feedback on the Quality of Teaching

The Committee received from the University Planning Office a tabled evaluation cycle report, 'Student Feedback on the Quality of Teaching: Preliminary Report on Semester 1 2005'.

7. Working Groups

7.1 Assessment Implementation Working Group

The Committee received from Professor Pattison a verbal report about that the Assessment Implementation Working Group continues its work.

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

The Committee received from the Chair a verbal report that the Working Group on Cross-Communication Issues and Combined Degree Students has been put on hold until 2006. It received advice that combined degree enrolments will be disaggregated from 2006, due to an amendment to the Higher Education Act, and called double degrees.

7.3 Working Group on Examination Conditions and Processes

The Committee received from Professor Pattison a verbal report that terms of reference will be written for the Working Group on Examination Conditions and Processes.

7.4 Working Group on Intellectual Property in Undergraduate Courses

This item was deferred until the next meeting.

7.5 Working Group on TALQAC Processes

The Committee received from the Chair a verbal report about the progress of the Working Group on TALQAC Processes. Deans will be surveyed 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 13 October 2005 in the Jim Potter Conference Room, Old Physics Building, The University of Melbourne, Parkville. The Chair sent apologies for the next meeting. Professor Moffat will be Acting Chair of the next meeting.

The meeting closed at 4.00pm

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

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)

Professor Peter McPhee, Deputy Vice-Chancellor (Academic)

Professor Alistair Moffat, Department of Computer Science and Software Engineering

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

By Invitation

Do not receive unconfirmed minutes

Mr Peter Beilby, Manager, Financial Aid and Operations, Advisory Services

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

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 Diana Harrison, Executive Officer, Faculty of Veterinary Science, Werribee campus
Ms Helen Hayes, Vice-Principal (Information)
Mr Robert Northey, General Manager, Faculty of Music
Ms Suzanne Parker, Manager, Academic 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

Working Group on Examination Conditions and Processes

Professor Pip Pattison, Pro-Vice-Chancellor, Vice-President of the Academic Board, School of Behavioural Science
Other members - tba

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 10.51am 14/10/05, LS 13/9/05, TALQAC 2005\minutes\TALQAC minutes05.8

Signed by the Chair: _____ and dated: _____