



LEARNING, TEACHING AND QUALITY COMMITTEE

(A sub-committee of Education Committee)

Meeting 4/2009 of the Learning, Teaching and Quality Committee (LTQC) was held on Thursday, 6 August 2009 in the Sir George Lush Room, Ground Floor, Building 3a, Clayton campus.

Unconfirmed Minutes

1. Apologies and attendance

There were present: Professor Adam Shoemaker (Chair), Professor Stephen Barkoczy, Drs Lorraine Bennett and Angela Carbone, Associate Professor Gary Codner, Dr Cecilia Hewlett, Professors Owen Hughes and Marnie Hughes-Warrington, Dr Stephen Legg, Associate Professor Louise McCall, Dr Kristina Macrae, Ms Lauren O'Dwyer, Dr Geoff Romeo, Professors Phil Steele and Peter Stewart, Associate Professor Cristina Varsavsky.

Apologies: Associate Professor Robert Nelson.

Professor Shoemaker welcomed members to the meeting, including Professor Hughes-Warrington, who was to take up her post as the Pro Vice-Chancellor (Learning and Teaching) on 17 August 2009.

2. Arrangement of Agenda

No other items of business were nominated.

3. Confirmation of Minutes

The minutes of Learning, Teaching and Quality Committee Meeting 3/2009 were confirmed.

4. Matters arising

No matters arising.

5. Chair's Report

Professor Shoemaker briefed members on recent developments, including:

- consideration by the Strategy and Resources Committee of a cluster model which could aggregate shared interests across faculties;
- Education for Sustainability Framework: proposes the creation of a senior position on a fractional basis which will have a major responsibility for achievement of a range of outcomes detailed in the Education for Sustainability Framework;
- Length of Semesters Proposal: discussions with a range of stakeholders on the length of semesters are ongoing and it is anticipated that there will be a cogent proposal to transition towards 12-week teaching semesters and an embedded, 5-day SWOTVAC, both of which will be considered at the next meeting of Academic Board;
- Educate 09: the annual celebration of excellence in learning, teaching and research will commence on 9 September 2009 and run for nine days. An exciting and vibrant program containing a mix of lectures, seminars, and public functions is currently being designed to engage prospective, current and former staff and students; and
- discussions with Google representatives on the provision of email services.

The Chair invited Professor Hughes-Warrington to outline her initial priorities when she commences as the Pro Vice-Chancellor (Learning and Teaching). Professor Hughes-Warrington informed members that she would work to:

- further develop the Monash Passport, to expand the suite of Passport components and

present it to students as a cohesive experience available across all faculties and at all campuses;

- develop strategies to incorporate internationalisation within the Graduate Certificate of Higher Education; and
- add value to academic and administrative activities by delivering a number of outcomes from each task and, inter alia, lead to a reduction in administrative workloads.

Professor Hughes-Warrington stressed the importance of consultation with students and members concurred with her objectives.

6. Update on CHEQ Activities

Dr Macrae demonstrated the functionalities that are available for analyses of the Semester 1, 2009 Unit Evaluation data and advised members that, in addition to the Semester 1, 2009 Unit Evaluation (UE) data that have been uploaded to the [UE Reporting](#) website, pivot tables are being prepared that will include for each faculty a range of variables, including unit information and student demographics. She noted that the analysis of UE data would be further enhanced by the Education Module of the Business Intelligence Service (BIS), which would make available a range of data that could be viewed in a number of modes.

During discussion, the following points were made:

- paper-based administration of surveys was preferred by students in some Faculty of Engineering departments;
- at the School of Engineering, Sunway campus, Malaysia, paper-based surveys were preferred over online, particularly as this had financial implications for academic staff;
- during a recent visit to the Sunway campus, Dr Macrae had been told that students at Sunway campus had a strong preference for online surveys;
- the shift to online surveys during the last five years had led to an expectation that the majority of surveys would be conducted online;
- the Education Module of the BIS would extract base data, such as course and fee status, from Callista and when students submitted their completed survey responses, all identifying information would be cleared to ensure anonymity;
- online administration of surveys provides a richer qualitative perspective on teaching and learning across the University; and
- communication of the administration of unit evaluations could be strengthened, in particular to include pre-administration communication to Associate Deans (Education/Teaching) and input from schools and departments.

It was agreed that CHEQ would provide screen shots of Semester 2, 2009 online UE surveys that would be forwarded to members for their information, as soon as available.

For Action: Dr Macrae

6.1 Evaluations Report July 2009

Members discussed the inclusion of ENR units (units with fewer than 5 responses or a response rate above 100 per cent) in Unit Evaluation reports and agreed to discontinue the practice of excluding the reporting of such units on a trial basis for semester 2, 2009, with a review to take place in 2010. This will allow analysis of units that have previously been excluded as "exceptions". In addition to the traffic light indicators to be agreed for coding unit medians, the BIS Education platform will allow us to colour-code units with response rates below a certain percentage or above 100 per cent.

Resolution:

The Learning, Teaching and Quality Committee noted the Evaluations Report July 2009.

For Action: Dr Macrae

*6.2 Proposed criteria for interpreting Unit Evaluation results

Proposed criteria for interpreting Unit Evaluation results were forwarded electronically to LTQC members on 26 June 2009 for comment. Dr Macrae noted that it had been agreed that the median will be used for reporting Unit Evaluation results and that the criterion for each "traffic light" indicator be based on Item 5 reporting overall satisfaction.

Members noted that the “outstanding” category had been introduced to cover units receiving letters of congratulations from the Deputy Vice-Chancellor (Education) to acknowledge their achievement.

During discussion, the following points were made:

- as units are most often taught by several academic staff members, the unit coordinators should nominate all those who should receive the commendation letters;
- pivot tables would assist Associate Deans (Teaching/Education) to extract data from Unit Evaluation reports for internal benchmarking purposes;
- the Pro Vice-Chancellor (Planning and Quality) had expressed a preference for greater consistency in reports, including a reduction in their size and the inclusion of an executive summary; and
- an executive summary of the unit evaluation results should be provided for internal faculty reporting, such as by Associate Deans (Teaching/Education) to members of faculty executives.

It was agreed that Dr Macrae would forward pivot tables to faculty members, with summaries to follow during the week of Monday 17 August.

Resolution:

The Learning, Teaching and Quality Committee endorsed for Education Committee’s approval the proposal that the criteria for “traffic light” indicators be based on responses to the Item 5 reporting overall satisfaction, according to the measures in Table 1, as detailed.

For Action: Dr Macrae

7. Review of Education Committee and its subcommittees

Members noted the revised terms of reference and membership structure of Education Committee and its subcommittees, and membership of the Learning and Teaching Committee.

Resolution:

The Learning, Teaching and Quality Committee:

1. *received and noted the revised terms of reference and membership of Education Committee and its subcommittees;*
2. *noted that the first meeting of the Learning and Teaching Committee will be held on 17 September and will be chaired by Professor Marnie Hughes-Warrington, Pro Vice-Chancellor (Learning and Teaching);*
3. *noted that LTC Meeting 2/09 has been amended from Thursday 29 October to Thursday 5 November (12.30pm for a 1.00pm start); and*
4. *acknowledged the significant contribution to the LTQC of the following outgoing members: Dr Lorraine Bennett, Professor Julian Teicher, and Mr David Watson.*

Executive Services Note: members are reminded that the meeting (of the former Learning, Teaching and Quality Committee) scheduled for 1.00pm on Thursday 29 October will now be held on Thursday 5 November (12.30pm for a 1.00pm start) as the newly constituted Learning and Teaching Committee. Please amend your diary accordingly.