

UNIVERSITY OF TECHNOLOGY, SYDNEY

TEACHING AND LEARNING COMMITTEE

Confirmed minutes of special meeting 2006/03 of the Teaching and Learning Committee held at 10.45 am on Tuesday, 2 May 2006 in Room 401, Building 6, City Campus.

PRESENT: Prof Diana Slade (Chair), Prof Shirley Alexander, Dr Jacqueline Baker, Dr Alex Byrne, Mr Martin Hanlon, Mr Tim Laurence, Prof David Lowe, Ms Pamela Leuzinger, Dr Jo McKenzie, Prof Martin Nakata, Dr Stephen Teo.

IN ATTENDANCE: Prof Peter Booth, Ms Anne-Lise Daniel, Ms Sarah Green (Secretariat) and Ms Idena Rex (Secretariat).

APOLOGIES: Mr Alex Barthel and Prof Rosie Wickert

The minutes are presented in agenda order.

1. WELCOME/APOLOGIES

Secretariat

1.1 Apologies

The above apologies were received.

2. TEACHING AND LEARNING QUALITY ASSURANCE CYCLE

Action: Chair, Anne-Lise Daniel

Arising from the TLC Planning Day on 15 February a working party had been established to look at how the UTS teaching and quality cycle could be presented in a clear, but comprehensive diagrammatic form encompassing the various components of the cycle and clarifying the role of the Teaching and Learning Committee. The Committee discussed the initial draft diagrams noting that at this stage they were for discussion only and to avoid confusion would not be published until after the AUQA audit. The Committee thanked the working party and in particular Anne-Lise Daniel for their hard work. The following points were made during the discussion and for consideration by the working party:

- The role of faculties should be clarified.
- The PDRI cycle and the role of faculties should be indicated as a formal part of the quality assurance process.
- Box 3 of diagram 1 should read "Faculties Report to Pro-Vice Chancellor (T&L)
- The inclusion of a list of the key stakeholders and their responsibilities should be considered.
- The role of Deans and A/Deans in the quality assurance process should be discussed within their respective networks.

RESOLVED ATL 06/6

That the working party review the UTS Teaching and Learning Quality Assurance Cycle Diagrams in the light of the Committee's comments.

3. CLOSING THE LOOP ON QUALITY ASSURANCE PROCEDURES

Action: Chair, Jo Mckenzie, Secretariat

Alex Byrne explained that there were no formal mechanisms in place for communicating to students the action being taken as a result of student feedback. Reference was made to the Vice Chancellor's Operational Directive on the Student Feedback Survey which stated that Faculties, through subject co-ordinators and/or other means approved by the Dean, will inform students as to how the results of the SFS will be used to improve quality of their subjects.

RESOLVED ATL 06/7

That a small working party be established to collect examples and develop models of good practice for informing students of the use made of and action arising from student feedback.

4. ROLES OF THE PLANNING AND QUALITY COMMITTEE AND THE TEACHING AND LEARNING COMMITTEE

Martin Hanlon presented a table comparing the respective roles of the PQC and TLC based on their terms of reference. It was noted that PQC put an emphasis on quality of university management and TLC on quality of academic practice. During discussion it was noted that the process for reporting back to Academic Board on KPIs needed further consideration.

The report was noted.

5. POTENTIAL GDS/CEQ METHODOLOGICAL ENHANCEMENTS AT UTS

The Committee discussed a report from Martin Hanlon which addressed potential enhancements/variations to the standard process for managing the Graduate Destination Survey (GDS) /Course Experience Questionnaire (CEQ) designed to increase response rates.

The Committee thought that separating the GDS from the CEQ was a good idea. It was also suggested that covering letters to the questionnaires should be encouraging, and should perhaps highlight those questions that are regarded as a priority and those that are optional.

6. Next Meeting

RESOLVED ATL 06/8

That the meeting scheduled for 16 May 2006 be postponed until mid June.

There being no further business the meeting closed at 12.08pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE