

Members

Prof Judyth Sachs (Chair), DVC (Provost)	Prof Mike Johnson, Vice-Pres Academic Senate
Mr Paul Bowler, DVC and COO	A/Prof Bill McGaw, PVC (International)
Ms Maxine Brodie, University Librarian	Prof Elizabeth More, Academic Director, Macquarie City College
Prof Mitchell Dean, Dean SCMP	Prof Jim Piper, DVC (Research)
Mr Sebastian Hartford Davis, Student representative	Mr Tim Sprague, Director HR
Mr Colin Hawkins, Academic Registrar	Ms Caroline Trotman, DVC (Development and External Relations)
	Prof Stephen Thurgate, Dean ICS

In Attendance

Ms Barb McLean, Executive Officer
Ms Jennifer Newton, Quality Evaluations Manager

Apologies

Prof Mitchell Dean, Dean SCMP
Mr Sebastian Hartford Davis, Student representative
Prof Jim Piper, DVC (Research)
Mr Tim Sprague, Director HR

Minutes

11.00-12.30p.m. Wednesday 21st November 2007, Function Room, level 2, E11A

1. Governance and Policy environment for Quality Enhancement at Macquarie:

- Terms of Reference
 - TOR 3 – the new Academic Policy Reference Group will inform the Quality Enhancement Committee
 - TOR 5 – Replace “To develop and monitor a set of University KPI’s” with “To develop and monitor institutional performance indicators to assist in assessing performance against strategic objectives” **Adopted**
 - TOR 2 – the establishment of this Committee is meant to signal that “quality” is a core Macquarie value which is to be institutionalised into all activities and structures
- Quality Policy
 - The Quality Policy was noted. It was agreed to replace the 3rd dot point in the Overview with TOR 5 of this Committee and to insert the missing “the” in the second sentence of the Scope. **Adopted**
- Quality Enhancement Guidelines for University structures and activities
 - It was noted that the QE Guidelines do not provide a prioritisation – which is the role of this Committee. It was agreed that the next meeting of the Committee would prioritise quality themes and reviews. **Adopted**
 - It was recommended that the Exec. Officer clarifies the Frequency column by the alignment of dot points across the tables. **Adopted**

It was recommended that Institutional Research be added to the Management Responsibility in the Student Experience Activity row.

Adopted

It was recommended that the “Strategic Planning” heading be amended to read “Strategic Planning and Performance Indicators”

Adopted

2. Response to AUQA1:

- Commendations – a list of Commendations was tabled
- Recommendations- a list of Recommendations was tabled
- Best Practice - 24X7 Follow the Sun Help Desk
Academic Program Committee
Strategic Use of University Research Funds

3. Planning for AUQA2:

- Timeline
The Chair noted that Macquarie has not been able to amend the date of its AUQA2.
- Methodology for Selection of Themes
Appendix D of the AUQA Audit Manual Version 4.1 includes a Framework for Risk Analysis to define and identify academic risk. It is this Framework which will be used, both by Macquarie and AUQA, to guide the selection of themes for the AUQA2 Review visit.

Jennifer tabled a response to the Research & Research Training Risks outlined in the AUQA framework. The Committee decided instead of using “Macquarie Comment” the columns in the Risk Assessment Framework be relabelled:

1. Academic Activity
2. Indicative Area of Risks
3. What is our policy/strategy?
4. Actions to achieve?
5. Where is the evidence?

Two members of the Committee will be trained as AUQA auditors in early December (Mr Paul Bowler and Ms Maxine Brodie). They have been asked to establish what documentation is required by AUQA to commence the discussion with AUQA around the themes for the AUQA2 visit.

4. Any Other Business

In order to raise awareness of the new Quality Policy and Guidelines and the responsibility for culture change, Ms Trotman raised the need for a Communications Strategy – to make this a “way of life”, rather than an “event”. It was also recommended that the Communications Strategy develop key messages.

Adopted

It was recommended that the Provost take AUQA Recommendations to the Provost’s Strategy Group, the Academic Senate and to Council.

Adopted

It was recommended that AUQA2 and quality in general be included as content in a Town Hall briefing session.

Adopted

It was recommended that Quality Enhancement and AUQA2 be a standing item on all faculty meetings. **Adopted**

It was recommended that Quality Assurance and Quality Enhancement be a key theme of the Curriculum Review. **Adopted**

It was recommended that the Secretary to the Committee, in addition to the AUQA Report, check and follow up all assertions in the original Portfolio and original Progress Report. **Adopted**

5. 2008 Meeting Schedule

The Quality Enhancement Committee will meet in the Function Room Building E11A, the Chancellery from 11.00a.m.-12.30p.m. on:

- 17th January
- 21st February
- 20th March
- 17th April
- 15th May
- 19th June
- 17th July
- 21st August
- 18th September
- 16th October
- 20th November