Quality Enhancement Committee

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
Ma Pamela Hass, University Secretary & General Counsel	Ms Caroline Trotman, DVC (Development and External Relations)
Mr Colin Hawkins, Academic Registrar	Prof Stephen Thurgate, Dean ICS

In Attendance

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

Apologies

Mr Paul Bowler, DVC and COO
Prof Stephen Thurgate, Dean ICS
Ms Caroline Trotman, DVC (Development and External Relations)

Minutes

2.00-3.30p.m. Tuesday 18th March 2008, Function Room, level 2, E11A

1. **Minutes of the Meeting 21st February 2008 and Business Arising**

   Minutes were adopted.

   1.1 Quality Enhancement Template

   Prof Sachs underlined the Macquarie approach to quality – where quality is part of the Macquarie way of working and is not isolated to a central Quality Unit. This approach is based on the Quality Enhancement Framework http://www.mq.edu.au/quality/ , and embodied in practices and values. This approach requires the development of templates for data collection purposes.

   The circulated template has been trialled by the Library and the Office of the DVC (Research). It allows for the systematic capture of data for all Reviews that have been undertaken. Ms Newton tabled a modified template which was found to be more logical and evidence-based. The modified template was recommended for adoption and will be circulated. **Adopted**

2. **Management and Implementation**

   2.1 Faculty Representatives

   Prof Sachs noted that the Macquarie approach to quality requires a network of quality contacts across faculties and administrative units. She had called at the meeting of the Provost's Strategy Group for Quality Contacts, especially for contacts with expertise in internationalisation and research and research training. The contacts to date are:

Division	AUQA Contact	Internationalisation	Research & Research Training
ACES	Ms Carolyn Powell carolyn.powell@aces.mq.edu.au	Dr Alan Rice alan.rice@aces.mq.edu.au	Prof Ian Gibson igibson@aces.mq.edu.au
ASAM	Ms Jane Davidson jane.davidson@vc.mq.edu.au		
Economic & Financial Studies	A/Prof Glenn Jones glenn.jones@efs.mq.edu.au	Prof Greg Elliott greg.elliott@efs.mq.edu.au	A/Prof Melanie Beresford melanieb@efs.mq.edu.au and A/Prof Cynthia Webster cwebster@efs.mq.edu.au
Environmental and Life Sciences	Ms Carolynne Paine cpaine@els.mq.edu.au	Ms Jane Yang jyang@els.mq.edu.au	
Humanities	A/Prof Michael Roberts mroberts@hmn.mq.edu.au	Dr Peter Edwell pedwell@hmn.mq.edu.au	
Information & Communication Sciences	Prof Stephen Thurgate thurgate@ics.mq.edu.au	A/Prof Bernard Mans bmans@ics.mq.edu.au	A/Prof David Coutts dcoutts@physics.mq.edu.
Law	Prof Bryan Horrigan bryan.horrigan@law.mq.edu.au		
Linguistics & Psychology	Mr Colm Halbert chalbert@vc.mq.edu.au		
MGSM	Ms Annette Hely Annette.Hely@gsm.mq.edu.au		
Society, Culture, Media & Philosophy	Mr Phillip Corben phillip.corben@scmp.mq.edu.au	Prof Naren Chitty nchitty@scmp.mq.edu.au	Prof Mitchell Dean mdean@scmp.mq.edu.au
Library	Ms Maxine Brodie maxine.brodie@library.mq.edu.au	Ms Maureen Kattau maureen.kattau@library.mq.edu.au	Ms Perri-Lee Sandell perrilee.sandell@library.r
SIBT	Mr Andrew Dawkins andrew.dawkins@sibt.nsw.edu.au	Ms Sonia Jeffares sonia.jeffares@sibt.nsw.edu.au	
Macquarie City Campus	Prof Elizabeth More elizabeth.more@mq.edu.au	Mr David McDonald David.McDonald@city.mq.edu.au	

It was noted that representatives from Finance and HR need to be added.

2.2   Performance Portfolio Chap 1 Update

Prof Sachs noted the importance of the Quality Website to the AUQA2 Review Visit. Due to the tight restrictions on the Performance Portfolio, the pages for AUQA2 on the Quality Website will be used to provide additional detail to that provided in the Performance Portfolio:

http://www.mq.edu.au/quality/auqa2.htm

http://www.mq.edu.au/quality/performance-portfolio-chapter1.htm

http://www.mq.edu.au/quality/performance-portfolio-chapter2.htm

http://www.mq.edu.au/quality/performance-portfolio-chapter3.htm

There are issues for Macquarie with the robustness of the network, external access to some areas of the University website, and data accuracy.

2.3   Performance Portfolio Chap 2 Update

Ms Karen Davies will project manage Chapter 2 – Internationalisation. There will be a half day workshop on Friday 11th April to agree a Macquarie definition of "internationalisation", draft a format for the chapter and commence data collection.

AUQA asked whether Macquarie wished to add any institution-specific areas under the "internationalisation" theme and it was decided to add volunteering – Volunteers Abroad and the Global Leadership Program.

2.4   Performance Portfolio Chap 3 Update

Work on the Research and Research Training chapter of the Performance Portfolio is being conflated with the Review of Macquarie's Research Strategic Plan 2006-2008. Stakeholders are meeting fortnightly working on the outcomes of the 2006-2008 Plan, developing a 2009-2012 Plan and including Divisional-Faculty based planning.

Goal 4: To be a significant contributor to the nation's economic, social and cultural well-being is being addressed through a 2008 audit on external engagement

3.   **Reviews**

3.1   Reviews of Macquarie's Student Exchange Agreements

To be placed on the Agenda of the April meeting. Ms Zoe Williams to be invited to address the meeting.

4.   **Any Other Business**

4.1   Policy Audit Update

The result of the Policy Audit has been the development of Policy Central:

http://www.mq.edu.au/policy/

University templates for Policies, Procedures and Guidelines have been developed, along with a Flowchart for Policy Development and the establishment of the Policy Reference Group.

All existing policies are being re-framed to fit with the new format (that includes policy meta data such as date of adoption/revision, etc), and policy gaps are being filled.

5.   **Next Meeting: 11.00-12.30p.m. Thursday 17th April 2008**

Meeting Room 1 Building E11A, the Chancellery