



Leadership and Assessment: Strengthening the Nexus



Summary Report September – October 2006

1. Action Research Enablers

- Introductory meetings (refer below) have been conducted with all three action research enablers and their influencers.
- Each ARE has been requested to collect electronic copies of all the unit outlines in their department, to form the baseline data for the project.
- A *Memorandum of Understanding*¹ was developed and distributed to each ARE for their signature and the signature of their HOD.

1.1 Department of Law

Monday, 9th October

Penelope Watson and Ros Croucher (OSP) (Department of Law).

Peter Radan (acting HOD) informed of project.

Zada Lipman (Assoc Dean Teaching & Learning, in OSP) has been informed of the project by email and will be involved upon her return.

1.2 Department of Chiropractic and Health

Tuesday, 10th October

Robyn Beirman and Sharyn Eaton

1.3 Department of Computing

Tuesday, 17th October

Christophe Doche and Steve Cassidy, but also briefed Tony Sloane (HOD).
MOU signed.

1.4 Assessment Forum

To be held Wednesday, 1st November with the AREs. Aims to:

- provide an opportunity for LEAP team members to meet each other;
- encourage discussion about where the departments currently are with assessment;
- provide supportive resources to the LEAP team, e.g. selected readings on assessment, leadership and action research²;
- explore the software for the Community of Practice (CoP), and
- collect signed Memorandums of Understanding.

2. **Steering Committee**

*Terms of Reference*³ for the project's Steering Committee were developed. Potential members were identified, then contacted individually to assess their interest and availability in acting as a member of the project's steering committee. Although the original aim was to have three representatives from divisions (not participating in phase 1 of the project), the committee ended with four representatives.

Members of the steering committee are:

Professor Bruce Kercher	Judy Lattas
Robyn Beirman	Dr Marnie Hughes- Warrington
Penelope Watson	Dr Jan Orrell
Dr Cristophe Doche	Anne Burns
Julia Holland	Associate Professor Angela Brew
Mandy O'Bree	Carolyn Webb
Dr Judi Homewood	Sharon Fraser
Associate Professor Pamela Coutts	Marina Harvey

3. **External Evaluator**

- Evaluation brief with *Expression of Interest*⁴ developed.
- Suggestions for names of possible external evaluators invited from the project team and from Jan Orrell.
- Limited to contacting four evaluators by phone to enquire re their interest in submitting an EOI.
- EOI distributed and due for submission Monday, 16th October.
- Tuesday, 17th October L&T team reviewed EOIs and selected an evaluator.
- Meeting with Carolyn Webb (Wednesday, 25th October) to brief on the project and to start planning data collection and mapping. The external evaluator will be a member of the steering committee.

4. **Project dissemination**

- 4.1 Contributions were invited overviews research projects at Macquarie University for inclusion in the first volume of *Educational Research at Macquarie*. A 500 word overview⁵ including project aim, methodology,

outcomes, and significance was written and forwarded to Professor Ian Gibson (19th October).

- 4.2 A general, two-page project overview⁶ has also been written to provide readers with a quick overview of the project. This has already been used uploaded to the homepage of the CPD website (<http://www.cpd.mq.edu.au/>).

5. Forums

Sharon and Marina have registered to attend two Carrick sponsored forums.

- 5.1 Carrick National Assessment Project Forum, Wednesday 6th December 2006, University of Melbourne, and
Enhancing Assessment in the Biological Sciences, Thursday, 7th December, 2006, University of Melbourne
- 5.2 National Carrick Leadership Workshop & Forum, 8th – 9th February, 2007. To be held at the Sydney Masonic Function Centre.

6. Ethics

Dr. Peter Rogers, Department of Linguistics, has been contacted to provide advice and guidance on ethics applications for projects that adopt an action research methodology.

7. PAR

Professor Anne Burns (Academic Director, PICT) has been engaged as the project's expert in Action Research. She will provide support for the project by informing the action research methodology and by directly supporting the LEAP members, for example, by acting as the facilitator in a workshop on Participatory Action Research (to be held 21st November, 2006). The action research expert will be a member of the steering committee.

8. Community of Practice

A meeting with Trish Edmonds (CFL) was held on Thursday, 26th October to explore the options for the interface software for the Community of Practice (CoP). Three main software, supported by CFL, were explored – Moodle, Tiki Wiki and WebCT. Moodle has the advantage of a wiki, but you can not add extras to the levels of permission (student and teacher). You need to log on to Moodle, as you do for all the options explored. Tiki Wiki requires a greater

learning curve before use and you need to know the tags if you wish to format. WebCT offers familiarity for academics and the survey option has the potential to be used as a reflection prompt.

Mocks-ups for both Moodle and WebCT were created for presentation to the first LEAP meeting.

Progress reference to project timeline

Phase 1

1.1 group formation and PAR planning

Dissemination strategies

Departmental

Departmental meetings (AREs and influencers)

Institutional and sector

Establishment of, and planning for, steering committee meeting

Mock up of assessment wiki/ interface software for CoP

Cross-references to project documents

1. *Memorandum of Understanding*

2 The readings provided:

Cummings, R; Phillips, R; Tilbrook, R. & Lowe, K. (2005). Middle-out approaches to reform of university teaching and learning: Champions striding between the “top-down” and “bottom-up” approaches. *The International Review of Research in Open and Distance Learning*, 6, (1). Retrieved October 19, 2006, from <http://www.irrodl.org/index.php/irrodl/article/viewArticle/224/307>.

Harris, K. (2005). *Guide for reviewing assessment. Prompts and guidelines for monitoring and enhancing assessment practices*. Retrieved September 19, 2006 from University of Melbourne, Centre for the Study of Higher Education Web site: http://www.cshe.unimelb.edu.au/downloads/assess_sep05.pdf

Isaacs, G. (2001). *Assessment for learning. Teaching and learning in higher education series*. Brisbane: The University of Queensland.

James, R; McInnes, C. & Devlin, M. (2002)., *Assessing Learning in Australian Universities*. Retrieved September 19, 2006 from University of Melbourne, Centre for the Study of Higher Education Web site: <http://www.cshe.unimelb.edu.au/assessinglearning/03/intstaff.html>.

Struyven, K; Dochy, F. & Janssens, S. (2005). Students' perceptions about evaluation and assessment in higher education: a review. *Assessment & Evaluation in Higher Education*, 30, 325-341.

Swann, J. & Ecclestone, K. (1999). Improving lecturers' assessment practice in higher education: a problem-based approach. *Educational Action Research*, 7, 63-87.

The University of Queensland (2006). *Assessment Portfolio Template*. Retrieved September 19, 2006 from The University of Queensland, Teaching and Educational Development Institute Website: <http://www.tedi.uq.edu.au/teaching/assessment/designing.html>

3. Steering Committee *Terms of Reference*.
4. *Evaluation Brief and Expression of Interest*^t
5. Project overview_500 words.
6. Project overview.