Academic Board (AB)
Minutes of Meeting

DATE: Tuesday 22 June 2021
TIME: 10am-12.30pm via Microsoft Teams

PRESENT

1. Professor D Cohen, AB President and Chair
2. Professor M-L McLaws, AB Deputy President
3. Associate Professor A Kayis-Kumar, Business School, AB Deputy President
4. Professor I Jacobs, President and Vice-Chancellor (VC)
5. Scientia Professor J Roberts, Business School
6. Scientia Professor S Rogge, Pro-Vice-Chancellor, Research
7. Scientia Professor G Williams AO, Deputy Vice-Chancellor, Planning & Assurance
8. Professor C Annesley, Dean of Arts, Design & Architecture
9. Professor E Baldry AO, Deputy Vice-Chancellor, Equity, Diversity & Inclusion (EDI)
10. Professor M Crossley, Deputy Vice-Chancellor, Academic & Student Life (DVCASL)
11. Professor M Davis, Such other Person (SoP), Pro-Vice-Chancellor, Indigenous
12. Professor N Di Girolamo, Medicine & Health
13. Professor N Fisk AM, Deputy Vice-Chancellor, Research & Enterprise (DVCRE)
14. Professor S Foster, Dean of Engineering
15. Professor M Green, Such other Person
16. Professor N Kessissoglou, Engineering
17. Professor N Klein, Such other Person
18. Professor L Lixinski, Law & Justice
19. Professor S Loo, Arts, Design & Architecture
20. Professor A Lynch, Dean of Law & Justice (Acting)
21. Professor J Morris, Pro-Vice-Chancellor, Research Training & Entrepreneurship and Dean of Graduate Research
22. Professor A Munster, Arts, Design & Architecture
23. Professor S Parameswaran, Engineering
24. Professor V Perkovic, Dean of Medicine & Health
25. Professor T Ray, UNSW Canberra
26. Professor J Seidel, Science
27. Professor H Sidhu, Rector of UNSW Canberra (Acting)
28. Professor A Simmons AM, Provost
29. Professor A Steel, Law & Justice
30. Professor C Styles, Dean of Business School
31. Professor M Uncles, Business School
32. Professor R Wilkinson, Pro-Vice-Chancellor, Education & Student Experience (PVCESE)
33. Professor A Zwi, Arts, Design & Architecture
34. Associate Professor J Bryant, Arts, Design & Architecture
35. Associate Professor S Clark, Engineering
36. Associate Professor S Egan, Science
37. Associate Professor H Kleine, UNSW Canberra
38. Associate Professor M Michael, Arts, Design & Architecture
39. Associate Professor T Wilcox, Such other Person
40. Dr R Green, Arts, Design & Architecture
41. Dr D Moreau, Engineering
42. Dr B Oo, Arts, Design & Architecture
43. Dr M Pervaz Iqbal, Medicine & Health
44. Dr J Steele, Science
45. Dr A Unnikrishnan, Medicine & Health
46. Mr T Abdulsalam, Higher Degree Research Student
47. Mr J Fox, Arts, Design & Architecture
48. Mr M Gajdhar, Undergraduate Student
49. Mr S Kaura, Postgraduate Student
50. Mr T Kennedy, President of the UNSW Student Representative Council (SRC)

51.   Ms SS Kumar, Postgraduate Student
52.   Ms N Laba, Higher Degree Research Student
53.   Ms S Nandakumar, Chair of Arc @ UNSW Board
54.   Mr J (S) Offor, Postgraduate Council President

APOLOGIES: Scientia Professor M Santamouris, Arts, Design & Architecture
                         Professor M Tani Bertuol, UNSW Canberra
                         Professor T Cumming, Arts, Design & Architecture
                         Professor E Johnston AO, Dean of Science
                         Professor G Lodewijks, Science
                         Professor S Zlatanova, Arts, Design & Architecture
                         Associate Professor C Collins, Business School
                         Associate Professor M Nehme, Law & Justice
                         Dr N Castano Rodriguez, SoP, Representative of the Early Career Academic
                         Network (ECAN) Executive Committee
                         Dr J Galliot, UNSW Canberra
                         Mr R Loo, Undergraduate Student
                         Ms L Montague, Indigenous Student Representative
                         Officer Cadet D Allen, UNSW Canberra Student

IN ATTENDANCE: Professor Paul Munroe (Acting Dean, Science) for Professor Johnston
                         Mr M Borchert, Mr D Burt (for item 9), Mr J Fitzgibbon, Ms S Hilton,
                         Ms S Mohamed, Ms M Pavelkova, Ms L Robinson, Mr J Strauss and
                         Ms S Telfser

SECRETARY: Ms F Velosa, Senior Governance Officer

Quorum: 20
RAMS: 2021/000280

For convenience, items were taken out of agenda order.

A   PROCEDURAL MATTERS

1. **Welcome and apologies**
   The Chair extended his respects to Elders past, present and emerging, and acknowledged the Traditional Custodians of all the lands from which members were joining the meeting.

   The Chair welcomed everyone to the last meeting of 2021 of the current elected membership. AB accepted the apologies received from AB members for the meeting.

2. **Minutes of the previous meeting held on 11 May 2021**

   RESOLVED
   The Academic Board confirmed the minutes of the meeting held on 11 May 2021 as an accurate record and authorised the Chair to sign them digitally.

3. **Matters arising and business carried forward, other than business covered on the agenda**
   The Chair reported that he had discussed the request (from the last AB meeting) to include a professorial member of Art & Design on AB with relevant stakeholders and at the Academic Board Advisory Committee, and had resolved not to make any further appointments to AB. AB noted that on 7 June 2021 Council had approved the appointment of Dr Nicole Gardner (School of Built Environment) as a Such other Person to AB for a term from 1 July 2021 to 30 June 2023.

4. **Starring of items, adoption of unstarred items and rearrangement of the agenda**
   AB did not star additional items for discussion, and received and carried a motion to adopt all the unstarred items.

5. **Confirmation of confidential items**
   AB confirmed that item 6.2 should be treated as confidential to AB members.

B   PRESIDENTS' BUSINESS

6. **Report of the AB President (Chair)**
   AB noted the Chair's report. The Chair reiterated his gratitude to the (25) elected AB members attending their last meeting for their contribution to the AB. He thanked them for representing their relevant Faculty and electorate over two and a half years.

   On behalf of the students, Mr Kaura thanked Ms Nandakumar, the outgoing Chair of Arc@UNSW Board for her inspirational work in helping the students to roll out their proposals to the AB and making the student voice heard. Mr Kennedy echoed Mr Kaura's acknowledgement of Ms Nandakumar's guidance and support of the student community. The students wished Ms Nandakumar well in her future endeavours.

   6.1   **Results of the election of President and two Deputy Presidents of the Academic Board for the term from 1 July 2021 to 30 June 2023**
         AB noted the re-election of the following:
         - President: Professor David Cohen
         - Deputy President: Professor Mary-Louise McLaws
         - Deputy President: Associate Professor Ann Kayis-Kumar

         The Chair congratulated Professor McLaws and Associate Professor Kayis-Kumar on their re-election as Deputy Presidents.

   6.2   **Academic Teaching Quality – Report to Risk Committee of Council – confidential**
         AB received and noted the Academic Teaching Quality report.

7. **Report of the President & Vice-Chancellor (VC)**
   The VC congratulated the accomplished members of the UNSW community featured in the 2021 Queen's Birthday Honours list. He highlighted the many UNSW student and staff achievements, planning for the return of international students, 2021 Alumni Awards, the International Universities Climate Alliance, and QS World University Rankings, as outlined in his message in the Inside UNSW newsletter of 22 June 2021.

   The VC reported on the success of the 4 June 2021 All Staff Forum and thanked staff for their participation and positive feedback.

   AB noted that COVID-19 continued to present challenges to the sector, the state and the country, and that the UNSW community should continue to follow NSW Health recommendations and restrictions, and get COVID-19 vaccinations as soon as possible.

   AB noted that the University would finalise the recruitment of the VC's successor, the Dean of Law & Justice and the Rector of UNSW Canberra soon.

   The Chair thanked the VC for his report.

8. **Question on Notice (QoN)**
   AB noted Professor Crossley's response to minimum synchronous elements in lectures.

Mr Kaura enquired about how work-integrated learning (WIL) was integrated in different courses and implemented across the Faculties. The Chair advised that he would discuss WIL with the DVCASL and PVCESE for a possible presentation to AB in future.

C   PRESENTATIONS AND DISCUSSION TOPICS

9.   Higher Degree Research (HDR) Industry Engagement and Entrepreneurial Support Programs at UNSW
Professor Morris and Mr Burt (Director, Entrepreneurship) presented on HDR industry engagement and entrepreneurial support programs at UNSW.

AB noted the following:
- An overview of the programs available for UNSW academics and HDR candidates to assist with the development of skills and provide opportunities in industry engagement and entrepreneurial endeavours.
- These programs provide HDRs with enhanced research training opportunities, allowing further skills development and affording opportunities after graduation.
- Possible future HDR and academic support program developments (2021-2025).

The Chair thanked Professor Morris and Mr Burt for their presentation, a copy of which AB members would receive after the meeting.

D   REPORTS

10.   Deputy Vice-Chancellor, Academic & Student Life (DVCASL)
The Academic Board noted the report of the Deputy Vice-Chancellor, Academic & Student Life (DVCASL), specifically:
- Various recent events to help attract postgraduate coursework students.
- Several initiatives and plans within the UNSW Library.
- The rollout of the new Education & Student Experience Strategy had commenced with communications to students and staff on the principles and the implementation plans.
- The myExperience outcomes for T1 2021 had been released to Deans, Heads of Schools and relevant staff.

Professor Crossley reported on the following:
- An assessment taskforce within the DVCASL Division would be considering and addressing various issues relating to assessment at UNSW.
- AB would receive a report on Project Mirror, an audit of the number of academic offerings and dual awards at UNSW, in the near future.
- Student load was fairly stable at about 10% above plan and virtually back to the 2019 levels.

The Chair thanked Professor Crossley for his report.

10.1   **Standardised Late Assessment Submission Penalties**

RESOLVED
The Academic Board endorsed the following standardised late assessment submission penalty recommendation from the University Academic Quality Committee of 2 June 2021, subject to a review of the effectiveness of the proposal after 12 months of its implementation:
- 5% per day,
- for all assessments where a penalty applies,
- capped at five days (120 hours), after which a student cannot submit an assessment, and

- no permitted variation.

Note for the record
Professor Wilkinson updated AB on the 2 June 2021 UAQC recommendation on standardised late assessment submission penalties raised by the students.

AB noted the following:
- Some AB members viewed the proposal for a standard 5% per day to a maximum submission of five days (for all assessments where a penalty applies, with no permitted variation) as too harsh and others too lenient, or possibly less effective as an inducement for on-time submission.
- Issues raised about parity between faculties and the need for the clear communication of rules in course outlines and Moodle.

With the addition of a clause requiring a review of the effectiveness of this proposal after 12 months of implementation, AB voted 63% in favour of endorsing the proposal.

The Chair referred the resolution to the DVCASL, Professor Crossley, to confirm relevant updates to the *Assessment Implementation Procedure*, the effective commencement date, and communication to staff and students in this regard.

The Chair thanked Professor Wilkinson and UAQC for progressing this matter.

Secretary's note: PVCESE implementation advice received after the meeting: Soft launch for T3 2021 with enterprise-wide adoption for 2022, leading to a review at the end of academic year 2022.

10.2   **Closure of the Centre for Innovation and Entrepreneurship**
AB noted the information on the closure of the Centre for Innovation and Entrepreneurship (CIE), a community-focused internal UNSW centre based in the UNSW Business School, approved on 27 April 2021 on behalf of the DVCASL Division.

10.3   **Degrees Awarded with Distinction – 1 June 2020 to 31 May 2021**
AB noted the report on the degrees awarded with distinction, 1 June 2020 to 31 May 2021.

10.4   **Course Submissions for Student Projects – Guideline**
AB endorsed the Course Submissions for Student Projects Guideline and the proposal to implement the human ethics coursework submission process. Future steps would then consist of (1) 'pressure testing' the proposed process in one or two Schools, (2) embedding the process in the UNSW human ethics policy environment, and (3) promoting the new process and offering training.

11.   Deputy Vice-Chancellor, Research & Enterprise (DVCRE)
The Academic Board noted the report of the Deputy Vice-Chancellor, Research & Enterprise (DVCRE), specifically:
- UNSW's strong performance in both the 2021 Nature Index and the 2021 ARWU Subject Rankings.
- UNSW regained its 2019 position of 43rd in the QS World University Rankings after dropping to 44th in 2020.
- A total of 80 of 428 HDR candidates currently located overseas had successfully gained entry permits, with 36 candidates back in Australia.

Professor Fisk discussed ongoing challenges in research funding, not the least being the progressive decline in real terms of national competitive research grant schemes. As indicated in the report to 7 June 2021 Council, UNSW must also continue to pursue other avenues of

research funding, with the level of knowledge exchange (KE) funding well ahead relative to the same period in 2020.

The Chair thanked Professor Fisk for his detailed report and supporting documents.

E   POLICIES AND PROCEDURES

12.   Higher Degree Research (HDR) Policy Items

RESOLVED
The Academic Board endorsed the following policy and procedures for approval in accordance with the Register of Delegations:
12.1   *Higher Degree Research Scholarships Policy*
12.2   *Higher Degree Research Scholarships Procedure*
12.3   *Admission to Higher Degree Research Programs Procedure*

F   ACADEMIC OFFERINGS

13.   Academic Programs & Specialisations (new & revised), recommended by ABPC of 28 May 2021

RESOLVED
The Academic Board approved the following academic proposals, as detailed in ECLIPS:

Arts, Design & Architecture
Undergraduate Revision
13.1   3478 Bachelor of Politics, Philosophy & Economics
Postgraduate Revisions
13.2   7401 Graduate Certificate in Education
13.3   8910 Master of Education
13.4   7960 Graduate Certificate in Educational Leadership
13.5   8960 Master of Educational Leadership
13.6   8136 Master of Landscape Architecture
13.7   8202 Master of Interpreting
13.8   8204 Master of Translation and Interpreting
13.9   8203 Master of Translation
Undergraduate New
13.10   SPANEH Spanish Studies
13.11   SPANI1 Spanish Studies
13.12   SPANJ1 Spanish Studies
Postgraduate Revisions
13.13   INTRDS Translation A
13.14   INTRES Translation B
13.15   LANDDS Landscape Architecture Stream A
13.16   LANDES Landscape Architecture Stream B
13.17   LANDFS Landscape Architecture Stream C
13.18   MDIAHS Public Relations & Advertising/Design B
13.19   POLSJS International Relations A
13.20   POLSIS International Relations B

13.21   POLSHS International Relations C

13.22   SOCWTS Development Studies A

13.23   SOCWUS Development Studies B

13.24   SOCWWS Development Studies C

13.25   SRAPCS Public Policy & Governance C

13.26   SRAPDS Public Policy & Governance B

13.27   SRAPES Public Policy & Governance A

Business

Postgraduate New

13.28   7406 Graduate Certificate in Finance

Postgraduate Revisions

13.29   8356 Master of Business Administration (Executive)

13.30   8351 Master of Business Administration

13.31   9250 Master of Taxation

13.32   7321 Graduate Certificate in Taxation

13.33   8411 Master of Actuarial Studies

13.34   8416 Master of Actuarial Studies (Extension)

13.35   8429 Master of Applied Economics

Undergraduate Revisions

13.36   3543 Bachelor of Economics

13.37   3586 Bachelor of Actuarial Studies

13.38   3587 Actuarial Studies (Co-Op)

13.39   3964 Bachelor of Information Systems (Co-Op)

13.40   3979 Bachelor of Information Systems

Undergraduate New

13.41   ECONO1 Behavioural Economics

13.42   ECONV1 Macroeconomics & Financial Markets

13.43   ECONT1 Data Analytics & Econometrics

13.44   ECONU1 Economic Policy & Society

13.45   MGMTJ1 Innovation, Strategy & Entrepreneurship

Postgraduate New

13.46   INFSTS Digital Transformation

Undergraduate Revisions

13.47   ECONA1 Economics

13.48   ECONL1 Business Data Science

13.49   MGMTH1 Human Resource Management

Postgraduate Revisions

13.50   MNGTLS Change

13.51   MNGTMS Technology

13.52   MNGTQS Finance

13.53   MNGTUS Law

Law & Justice

Postgraduate Revision

13.54   9201 Masters of Law

Undergraduate Revision

13.55   CRIMC1 Criminology

Medicine & Health

Undergraduate Revisions

13.56   3805 Bachelor of Medical Studies
13.57   3831 Bachelor of Science (Medicine) Honours

Undergraduate New

13.58   MDCNAH Clinical Artificial Intelligence
13.59   SOMSHH Pathology Extended Research
13.60   MDCNDH Microbiology (Extended Research)
13.61   MDCNVH Radiology (Extended Research)
13.62   MDCNQH Palliative Medicine (Extended Research)
13.63   MDCNKH Emergency Medicine (Extended Research)
13.64   MDCNLH Anaesthetics (Extended Research)
13.65   MDCNEH Genetics (Extended Research)
13.66   MDCNCH Medicine (Extended Research)
13.67   MDCNHH Medical Education (Extended Research)
13.68   MDCNNH Intensive Care Medicine (Extended Research)
13.69   SOMSKH Sports & Exercise (Extended Research)
13.70   MDCNWH Medical Administration (Extended Research)
13.71   MDCNBH Clinical Artificial Intelligence (Extended Research)
13.72   MDCNJH Rural & Remote Medicine (Extended Research)
13.73   MDCNOH General Practice (Extended Research)
13.74   MDCNXH Rehabilitation Medicine (Extended Research)
13.75   MDCNGH Surgery (Extended Research)
13.76   MDCNPH Paediatrics & Child Health (Extended Research)
13.77   MDCNIH Dermatology (Extended Research)
13.78   MDCNSH Sexual Health Medicine (Extended Research)
13.79   MDCNUH Obstetrics & Gynaecology (Extended Research)
13.80   PHCMAH Infectious Disease (Extended Research)
13.81   SOMSGH Anatomy (Extended Research)
13.82   MDCNRH Addiction Medicine (Extended Research)
13.83   MDCNYH Occupational & Environmental Medicine (Extended Research)
13.84   MDCNMH Pain Medicine (Extended Research)
13.85   MDCNFH Psychiatry (Extended Research)
13.86   SOMSIH Pharmacology (Extended Research)
13.87   MDCNTH Ophthalmology (Extended Research)
13.88   PHCMBH Public Health Medicine (Extended Research)
13.89   SOMSJH Physiology (Extended Research)

Science

Postgraduate New

13.90   8518 Master of Physical Oceanography

UNSW Canberra

Postgraduate New

13.91   7571 Graduate Certificate in War Studies
13.92   7572 Graduate Certificate in Strategy & Security
13.93   7573 Graduate Certificate in Security & Defence Management
13.94   7632 Graduate Certificate in Special Operations & Irregular Warfare
13.95   7633 Graduate Certificate in Public Leadership & Policy

Undergraduate Revisions
[CDF: Chief of Defence Force]

13.96   4405 Bachelor of Business
13.97   4427 Bachelor of Computing & Cyber Security
13.98   4517 Bachelor of Computing & Cyber Security (Honours)
13.99   4470 Bachelor of Computing & Cyber Security (CDF)
13.100   4471 Bachelor of Electrical Engineering (Honours)
13.101   4475 Bachelor of Electrical Engineering (Honours) (CDF)
13.102   4472 Bachelor of Aeronautical Engineering (Honours)
13.103   4476 Bachelor of Aeronautical Engineering (Honours) (CDF)
13.104   4473 Bachelor of Civil Engineering (Honours)
13.105   4477 Bachelor of Civil Engineering (Honours) (CDF)
13.106   4474 Bachelor of Mechanical Engineering (Honours)
13.107   4478 Bachelor of Mechanical Engineering (Honours) (CDF)
13.108   4468 Bachelor of Tech Aero Engineering (CDF)
13.109   7634 Bachelor of Operations Analysis

14.   Higher Doctorates – Nil

15.   Academic Partnerships – Nil

G   MINUTES

16.   AB Committees, University Committees, Board of Studies (BoS) & Faculty Boards
AB noted the following minutes:
16.1   Program Review Committee (PRC)
- 27 May 2021 (unconfirmed)
16.2   Academic Board Programs Committee (ABPC)
- 28 May 2021 (unconfirmed)
16.3   University Academic Quality Committee (UAQC)
- 30 April 2021 (signed)
- 2 June 2021 (unconfirmed)
16.4   Arts, Design & Architecture
- 3 May 2021 (signed)
16.5   Board of Studies (BoS)
- 19 May 2021 (unconfirmed)
16.6   Business School
- 6 May 2021 (confirmed)
16.7   Science
- 29 April 2021 (signed)

16.8   UNSW Canberra
- 15 March 2021 (signed)
- 24 May 2021 (unconfirmed)

ADDITIONAL MINUTES
AB noted the following minutes:
16.9   Law & Justice
- 5 May 2021 (confirmed)
16.10   University Research Committee (URC)
- 27 May 2021 (unconfirmed)

H   OTHER BUSINESS

17.   Business without notice

17.1   **Face-to-face exams**
Dr Steele raised the following:
'There is an issue with the interpretation of the assessment design and implementation procedures that forbids anyone holding face-to-face exams, even if they are organised internally by the respective Schools. The Heads of Schools do not agree with the interpretation, and they are unanimously of the view that the Board is the place this should be decided. Invigilated examination is too important for accredited programs and the lab-based disciplines for anything less. The Heads are also concerned at the lack of communication and consultation on this issue.'

Professor Wilkinson advised that he would discuss this matter and other assessment-related concerns, e.g. integrity of online exams, with the faculties (the Faculty of Science, in particular). AB noted that the assessment taskforce within the DVCASL Division was finalising its terms of reference to address assessment at UNSW in detail.

The Chair declared the meeting closed at 12.05pm.

Next scheduled meeting: Tuesday 3 August 2021, 10am to 12.30pm

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Professor David Cohen

Chair
3 August 2021