Academic Board (AB)
Minutes of Meeting

DATE: Tuesday 29 March 2022
TIME: 10am-12.30pm via Microsoft Teams

PRESENT

1. Professor D Cohen, Science, AB President and Chair
2. Scientia Professor S Rogge, Pro Vice-Chancellor (PVC), Research
3. Scientia Professor G Williams AO, Deputy Vice-Chancellor (DVC), Planning & Assurance
4. Professor E Baldry AO, DVC, Equity, Diversity & Inclusion (EDI)
5. Professor A Brungs, Vice-Chancellor (VC)
6. Professor M Crossley, DVC, Academic & Student Life (DVCASL)
7. Professor M Davis, Such other Person, PVC Indigenous
8. Professor C Doolan, Engineering
9. Professor N Fisk AM, DVC, Research & Enterprise (DVCRE)
10. Professor S Foster, Dean of Engineering
11. Professor M Green, Medicine & Health
12. Professor F Johns, Law & Justice
13. Professor S Kable, Dean of Science (Acting)
14. Professor N Klein, Such other Person
15. Professor L Lixinski, Law & Justice
16. Professor A Lynch, Dean of Law & Justice
17. Professor J Morris, PVC, Research Training & Entrepreneurship and Dean of Graduate Research
18. Professor A Ortmann, Business School
19. Professor L Ravelli, Arts, Design & Architecture
20. Professor S Scott, UNSW Canberra
21. Professor J Seidel, Science
22. Professor A Simmons AM, Provost
23. Professor E Sparks, Rector of UNSW Canberra
24. Professor A Steel, Such other Person
25. Professor C Styles, Dean of Business School
26. Professor M Tani Bertuol, UNSW Canberra
27. Professor M Uncles, Business School
28. Professor W Zhang, Engineering
29. Professor A Zwi, Arts, Design & Architecture
30. Scientia Associate Professor L Rollins, Science
31. Associate Professor C Bond, Law & Justice
32. Associate Professor S Clark, Engineering
33. Associate Professor D Dong, UNSW Canberra
34. Associate Professor X Feng, Medicine & Health
35. Associate Professor N Garg, Business School
36. Associate Professor A Heywood, Medicine & Health
37. Associate Professor M Michael, Arts, Design & Architecture
38. Dr N Castano Rodriguez, Such other Person, Representative of the Early Career Academic Network (ECAN) Executive Committee
39. Dr N Gardner, Such other Person
40. Dr A Khatamianfar, Engineering
41. Dr D Lackerstein, UNSW Canberra
42. Dr J Steele, Science
43. Ms N Bhattacharya, President of the UNSW Student Representative Council (SRC)
44. Ms E Egilmezer, Postgraduate Student
45. Mr J Karras, Postgraduate Council President and Higher Degree Research Student
46. Mr J Lowinger, Undergraduate Student
47. M McBurnie, Postgraduate Student
48. Ms L Montague, Chair of Arc @ UNSW Board
49. Mr C Pearce, Law & Justice

50. Ms K Watson, Arts, Design & Architecture
51. Officer Cadet M Zlateff, UNSW Canberra student

APOLOGIES: Professor C Annesley, Dean of Arts, Design & Architecture (ADA)
Professor B Golder, Such other Person
Professor M-L McLaws, Medicine & Health, AB Deputy President
Professor V Perkovic, Dean of Medicine & Health
Professor R Wilkinson, PVC, Education & Student Experience (PVCESE)
Associate Professor A Kayis-Kumar, Business School, AB Deputy President
Associate Professor T Wilcox, Such other Person
Mr T Abdulsalam, Higher Degree Research Student
Ms T McKee, Indigenous Student Representative
Mr O Pike, Undergraduate Student

IN ATTENDANCE: Professors R Buckland, L Lutze-Mann and L Piggott
Associate Professors S McIntyre and B Watson (for item 11)
Mr M Borchert, Mr W Dawson (for item 10), Mr J Fitzgibbon, Ms K George, Mr D Gleeson, Ms S Hilton, Ms S Lightfoot, Mr N Morris, Ms M Pavelkova, Ms K South, Mr J Strauss and Ms M Sutton (for item 11)

SECRETARY: Ms F Velosa, Senior Governance Officer

Quorum: 20
RAMS: 2022/010483

A PROCEDURAL MATTERS

1. Welcome, apologies and leave of absence

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

On behalf of the Board, the Chair welcomed everyone to the first meeting of 2022, especially the new VC, the new Rector of UNSW Canberra, the Acting Dean of Science, Associate Professor Bond (see item 7.4) and the following new student members:

President of the Student Representative Council (SRC)	Nayonika Bhattacharya
President of the Postgraduate Council and elected Higher Degree Research Student	Joshua Karras
Elected Undergraduate Student	Joshua Lowinger
Postgraduate Student (see item 7.4)	Ece Egilmezer
Elected Postgraduate Student	Mitchell McBurnie
UNSW Canberra Undergraduate Student who is a Trainee Officer (TO) of the Australian Defence Force Academy (ADFA) (see item 7.4)	Office Cadet Maddison Zlateff

The Chair congratulated the student members on their election or appointment and thanked them for their interest in the Board.

On behalf of the Board, the Chair congratulated Professor Golder on his promotion to Professor (see item 7.2) and his subsequent appointment to AB as a Such other Person (see item 7.3).

The Chair acknowledged the excellent work of Professor Johnston AO at UNSW, especially as Dean of Science, and wished her well in her new role at the University of Sydney.

AB accepted the apologies received from AB members for the meeting, as listed above. On behalf of the Board, the Chair congratulated Associate Professor Kayis-Kumar on the birth of her daughter and wished Professor McLaws a rapid recovery during her sick leave.

RESOLVED
The Academic Board granted leave of absence to:
1. Associate Professor Kayis-Kumar until 5 December 2022, and
2. Professor McLaws until 31 July 2022.

2. Minutes of the previous meeting held on 23 November 2021 – signed
AB noted the signed minutes of its meeting held on 23 November 2021, approved in December 2021.

3. Matters arising and business carried forward, other than business covered on the agenda

3.1 *Assessment Implementation Procedure* – standard late assessment penalty update (4 February 2022)
AB noted that Section 3 of the *Assessment Implementation Procedure* had changed to include the standard late assessment penalty endorsed at Academic Board on 22 June 2021, and that the amendments reflected current practice and the transition to online assessment.

4. Responsibilities of Officership and Student Officership
AB noted the responsibilities of officership and student officership for members of Committees and Boards.

5. Starring of items, adoption of unstarred items and rearrangement of the agenda
AB starred items 7.1 and 7.6 for discussion, and received and carried a motion to adopt all the unstarred items.

6. Confirmation of confidential items
AB confirmed that there were no confidential items.

B PRESIDENT'S BUSINESS

7. Report of the AB President (Chair)
AB received and noted the Chair's report.

7.1 **Amendments to the UNSW Rules (ABPC ToR and vacancies in the Office of AB President/Deputy Presidents)**

RESOLVED
The Academic Board recommended to UNSW Council of 11 April 2022 that it approve the proposed amendments to the UNSW Rules.

Note for the record
AB discussed the following:
- Changes to the UNSW Rules to allow the Board to co-opt members to the role of acting Deputy Presidents if they have to take leave in excess of three months, and to fill casual vacancies.
- The term of the acting appointment may be unknown in some cases; hence the recommendation by Governance not to run elections.
- In the case of the President having to take leave, one of the Deputies would act in that role.

7.2 **Professor Promotions from 1 January 2022**
AB noted the Professor promotions effective from 1 January 2022.

7.3 **Such other Person (SoP) Appointment to the Academic Board – Professor Ben Golder**
AB noted the Council approval of Professor Golder's appointment to AB from 14 February 2022 to 30 June 2023 as per UNSW Rule 2.14 under the Such other Persons membership, following his promotion to Professor (effective from 1 January 2022).

7.4 **AB Membership Updates: Appointment of Associate Professor C Bond, OFFCDT M ZLateff and Ms E Egilmezer**

RESOLVED
The Academic Board approved the appointment of the following staff member and student members to its membership:

Membership Category	Name	Term
Non-Professorial electorate, Law & Justice	Associate Professor Catherine Bond	29 March 2022 to 30 June 2023
Ex officio, UNSW Canberra Undergraduate Student who is a Trainee Officer (TO) of the Australian Defence Force Academy (ADFA)	Officer Cadet Maddison Zlateff	29 March 2022 to 31 December 2022
Postgraduate Student	Ms Ece Egilmezer	29 March 2022 to 31 December 2022

7.5 **Establishment of the Australian Graduate School of Engineering (AGSE), Faculty of Engineering**
AB noted the approval of the establishment of the Australian Graduate School of Engineering (AGSE) according to Section 7.3.1 of the Register of Delegations, which provides the approval of a committee comprising the Chancellor, Vice-Chancellor and Academic Board President, acting unanimously.

7.6 **Report on the Representation on UNSW Committees and Decision-making Bodies**
AB noted the 2021 annual report on the Composition of UNSW Committees and Decision-making Bodies.

In response to a question about Chairs of Committees/Boards co-opting members to help committees/boards to meet the gender balance requirements of the *Representation on UNSW Committees and Decision-Making Bodies Procedure*, the Chair reminded the Board of the provisions for Chairs of Committees/Boards to make adjustments to the membership of the Committees/Boards through additional appointments. As some senior leaders were not necessarily aware of the *Procedure*, it would be referred to all formal committees/boards for noting and/or action.

8. Question on Notice (QoN) – Work Integrated Learning (WIL)
AB noted response from Professor Piggott (Director, Experience and WIL) to the WIL question from Ms Bhattacharya, the President of the UNSW Student Representative Council (SRC).

9. Report of the Vice-Chancellor (VC)

The Chair invited Professor Brungs to provide his first report to the Board as Vice-Chancellor of the University.

The VC thanked everyone for the warm welcome, noting that his first few weeks at UNSW had been exciting and positive. He noted that although he had already met many students and staff either virtually or in person in his first few weeks as Vice-Chancellor, he hoped to meet more staff and students in person as soon as possible while encouraging everyone to maintain COVID-safe practices and vigilance to keep everyone as safe as possible on campus.

The VC highlighted the following:

- Through the Ideas Hub, he was listening to staff and students on what they considered important to them and the University. He hoped to bring some thoughts and observations on key academic matters to an AB meeting in the near future for further consideration.
- Students should send their ideas to him through the SRC and Arc student leadership.
- The dedication of UNSW colleagues and leadership in providing an exceptional student experience, especially in the student-centred approach to the learning and teaching challenges of the pandemic was impressive.
- The recent O-Week had been a huge success with the help of the student bodies and staff. The VC thanked everyone involved.
- UNSW had received the 2021 National Student Safety Survey (NSSS) report and took the findings very seriously. The report demonstrated the profound impacts of gendered violence on students. The University would soon finalise and circulate a new Gendered Violence Strategy 2022-2025.

The VC took on notice a request for more detail about the University's release of a set of principles that speak to maintaining UNSW salaries competitive in the sector. After the meeting, the Chief HR Officer provided the following response:

> 'As part of the Enterprise Bargaining (EB) process UNSW is seeking to provide staff with salary increases which are sustainable, equitable and ensure UNSW remains an institution with one of the most competitive salary rates in the sector. The EB process at UNSW has only just commenced and, for this reason, it is not possible to provide any further detail on the proposed salary rates at this stage. I would encourage you, however, to regularly visit the EB page on the HR Hub where we will provide regular updates and further information for staff as we progress through the EB process.'

The VC thanked everyone at UNSW who continued to demonstrate the University's commitment to having a positive impact, locally and on a global scale. He found it inspiring to see staff and students tackling challenges head on, using the expertise of the University community to develop real solutions, and pursuing the UNSW vision of improving lives around the world affected by devastating local and international events.

The Chair thanked the VC for his report, noting that the Board would devote a substantial part of an AB meeting in the near future to consider and address key academic matters identified by the VC.

C PRESENTATIONS AND DISCUSSION TOPICS

10. Research Commercialisation Update

Professor Fisk and Mr Dawson (Director of Knowledge Exchange) presented on the Research Commercialisation slides included in the meeting papers and the implications for future research funding streams as well as HDR support related to university-industry partnerships and collaborations.

AB noted that the Commonwealth Government recognised that commercialisation of Australian research is well short of its international research performance. The Trailblazer Universities Program had been launched with UNSW as the lead for *Recycling and Clean Energy* and main partner for *Concept to Sovereign Capability*.

The Chair thanked Professor Fisk and Mr Dawson for their update.

11. Arts, Design & Architecture (ADA) Program Portfolio Overview

Associate Professor Watson (Deputy Dean, ADA) presented with Ms Sutton on the design process of the major revisions to the undergraduate (UG) degree portfolio in the Faculty of Arts, Design and Architecture (ADA).

AB noted the following:

- The ADA program portfolio overview would result in a significant reduction in the number of UG programs and a simplification of degree rules and structures without the loss of specialisations (disciplines/majors) while designing new suites of courses, where necessary.
- The changes would assist in the development of simpler degree planners for students and staff, and the simpler marketing of programs to prospective students.
- ADA's Project Governance timeline aimed to present the new and revised ADA program proposals to AB in June 2022 for approval and inclusion in the ADA offerings from 2023.

On behalf of the Board, the Chair congratulated Associate Professor Watson and Ms Sutton as well as their teams for the Faculty's excellent work in achieving this program simplification, which would benefit not only the Faculty but also the entire University. He thanked them for their insightful presentation and wished them well in completing the project.

D REPORTS

12. Deputy Vice-Chancellor, Academic & Student Life (DVCASL)

The Academic Board received and noted the report of the Deputy Vice-Chancellor, Academic & Student Life (DVCASL).

Professor Crossley congratulated and thanked Associate Professor Watson and Ms Sutton for their excellent work and presentation on the ADA program portfolio overview.

Professor Crossley's summary of his report included that the University's total student load was essentially ahead of target despite about 50% of international students continuing to study remotely, and he thanked staff and students for managing hybrid learning and teaching to the best of their ability.

Regarding setting a deadline for students to return to campus for face-to-face classes and/or giving them sufficient notice of an expected return to campus, Professor Crossley advised that the University continued to highlight the advantages of students returning to campus as soon as possible but would avoid setting a deadline that could disadvantage overseas students who were not yet able to return to campus. The University would continue to review the decisions in this regard to benefit both staff and students.

Regarding the overall status of the Inspera Digital Assessment Project being red due to scope and resourcing markers, Professor Steel explained that the essentials of the program were on track and that the budget was expected to be approved during the March Stage Gate check.

The Chair thanked Professor Crossley for his report.

12.1 **Student Experience Update**

In the absence of Professor Wilkinson, Professor Crossley provided a student experience update in which he highlighted the following:

- The University enjoyed an upward trend in all key teaching quality and student experience indicators, for which Professor Crossley congratulated and thanked staff on behalf of the University.
- UNSW continued to maintain high entry standards (median ATAR of 92) with among the best retention rates and the best graduate outcomes among undergraduates and postgraduates in the sector.
- The key areas for improvement remained assessment and feedback, teaching and student engagement as well as the pace of the Trimesters.

The Chair thanked Professor Crossley for the update.

12.2 **Indigenous Alternative Entry Scheme for postgraduate programs & refining the process for allocating Commonwealth Supported Places (CSPs) to postgraduate students**

The AB endorsed:

1. Refining the process for allocating Commonwealth Supported Places (CSPs) to postgraduate students; and
2. the proposed Indigenous Alternative Entry Scheme for postgraduate programs in the School of Population Health in the Faculty of Medicine & Health as well as the Juris Doctor Program in the Faculty of Law & Justice.

12.3 **Report from the University Librarian**

The AB noted the report from the University Librarian, which focused on Library engagement with students and teaching academics in 2021, and summarised the service improvements planned for 2022.

13. Deputy Vice-Chancellor, Research & Enterprise (DVCRE)

The Academic Board received and noted the report of the Deputy Vice-Chancellor, Research & Enterprise (DVCRE).

Professor Fisk included the following in his summary, as detailed in the attachments to his report:

- 2022 Research Block Grant (RBG) Funding
- 2021 ARC Funding Outcomes
- 2021 NHMRC Funding Outcomes
- 2021 MRFF Funding Outcomes
- Update on 2021 World Rankings

The Chair thanked Professor Fisk for his report and summary.

E POLICIES AND PROCEDURES

14. ***Academic Promotions Policy*** **and** ***Academic Promotions Procedure*** **Updates**

The Chair reported that although he believed the UNSW promotions processes were good, fairly transparent, simple and fair, and that the relevant committees went out of their way to find grounds to promote staff and take into account factors outside the control of the applicants, procedures can always be improved to enhance the processes. Professor Crossley discussed the upcoming review of the *Academic Promotions Policy* and related *Procedure*, including a suggestion to include the term 'collegiality' in the broad areas under which applicants were assessed, which AB members generally supported. AB noted that the review of this Policy and Procedure would include University-wide consultation.

The Chair thanked Professor Crossley for the update.

15. Higher Degree Research (HDR) Policy Items

The AB endorsed the following Policy and Procedure for approval in accordance with the Register of Delegations:

15.1 *Conditions for Award of Professional Doctorates Policy*
15.2 *Admission to Higher Degree Research Programs Procedure*

F ACADEMIC OFFERINGS

16. Academic Programs & Specialisations (new & revised), as recommended at the 4 March 2022 ABPC meeting (see item 19.2), as detailed in ECLIPS:

RESOLVED

The Academic Board approved the following academic proposals, as set out in ECLIPS:

Arts, Design & Architecture

Undergraduate Revision

16.1 4053 Bachelor of Arts/Bachelor of Education (Secondary)

Postgraduate Revisions

16.2 7327 Graduate Certificate in Teaching

16.3 8926 Master of Teaching (Secondary)

Business School

Postgraduate New

16.4 7430 Graduate Certificate of Applied Finance

Postgraduate Revision

16.5 8413 Master of Financial Analysis

Engineering

Undergraduate Revision

16.6 3778 Bachelor of Computer Science

Postgraduate Revision

16.7 8621 Master of Engineering

Undergraduate Specialisation New

16.8 CEICD1 Chemical Product Engineering

Postgraduate Specialisation Revision

16.9 BIOMES Biomedical Engineering (8621)

Undergraduate Specialisation Revisions

16.10 AEROD1 Aerospace Engineering
16.11 BINFC1 Bioinformatics Engineering
16.12 CEICM1 Chemical Engineering
16.13 COMPF1 Computer Engineering
16.14 COMPS1 Computer Science (Embedded Systems)
16.15 CVENJ1 Civil Engineering

16.16 CVENK1 Environmental Engineering
16.17 ELECC1 Quantum Engineering
16.18 ELECF1 Electrical Engineering
16.19 GMATF1 Surveying Engineering
16.20 MECHD1 Mechanical Engineering
16.21 MECHE1 Mechanical and Manufacturing Engineering
16.22 MINEC1 Mining Engineering
16.23 MTRND1 Mechatronic Engineering
16.24 PETRB1 Petroleum Engineering
16.25 SENGD1 Software Engineering
16.26 SOLAAH Photovoltaics and Solar Energy
16.27 SOLAC1 Photovoltaics and Solar Energy
16.28 SOLAD1 Renewable Energy Engineering
16.29 TELEE1 Telecommunications

Medicine & Health

Postgraduate Revision

16.30 8095 Master of Clinical Optometry

UNSW Canberra

Undergraduate Revision

16.31 4427 Bachelor of Computing and Cyber Security

17. Higher Doctorates

17.1 **Recommendation in the Program Review Panel Report on the Higher Doctorates – discontinuation**
The AB endorsed the following Program Review Panel recommendation, after considering submissions and data against the Terms of Reference:
'that higher doctorates be discontinued at UNSW. They are not viable programs due to very low demand and do not attract an adequately diverse applicant pool. Potential applicants to these degrees who do not currently hold a PhD could be referred to an appropriate PhD program. Potential applicants seeking additional recognition for their achievements and contributions could be referred to the Honorary Doctorate programs.'

18. Academic Partnerships – Nil

G MINUTES

19. AB Committees, University Committees, Board of Studies (BoS) & Faculty Boards

The Academic Board received and noted the following minutes:

19.1 Program Review Committee (PRC):
24 February 2022 (unconfirmed)
19.2 Academic Board Programs Committee (ABPC):
4 March 2022 (unconfirmed)
19.3 University Academic Quality Committee (UAQC):
10 November 2021 (signed)

19.4 University Higher Degree Research Committee (UHDRC):
19.4.1 11 November 2021 (signed)
19.4.2 24 February 2022 (unconfirmed)
19.5 University Research Committee (URC):
17 February 2022 (unconfirmed)
19.6 Arts, Design & Architecture – Nil
19.7 Business School:
18 November 2021 (signed)
19.8 Engineering
19.8.1 3 December 2021 email circulation
19.8.2 4 March 2022 (unconfirmed)
19.9 Law & Justice – Nil
19.10 Medicine & Health
19.10.1 7 December 2021 (signed)
19.10.2 8 February 2022 (unconfirmed)
19.11 Science
19.11.1 25 November 2021 (signed)
19.11.2 17 February 2022 (signed)
19.12 University Board of Studies
19.12.1 14 December 2021 (signed)
19.12.2 9 February 2022 (unconfirmed)
19.13 UNSW Canberra:
29 November 2021 (confirmed)

H OTHER BUSINESS

20. Business without notice – Nil

The Chair declared the meeting closed at 12.15pm.

Next scheduled meeting: Tuesday 17 May 2022, 10am to 12.30pm

Professor David Cohen
Chair
17 May 2022