

Academic Board (AB)

Minutes of Meeting

DATE: Tuesday 11 October 2022
TIME: 10am-12.30pm
VENUE: HYBRID MEETING in Level 3 Boardroom, Chancellery (in person) and via Microsoft Teams

PRESENT (attended online if not marked 'in person')

1. Professor D Cohen, Science, AB President and Chair (in person)
2. Scientia Associate Professor LA Rollins, Science, Acting AB Deputy President (in person)
3. Associate Professor C Bond, Law & Justice, Acting AB Deputy President
4. Professor A Brungs, Vice-Chancellor (VC)
5. Scientia Professor G Williams AO, Deputy Vice-Chancellor (DVC), Planning & Assurance
6. Professor C Annesley, Dean of Arts, Design & Architecture (ADA)
7. Professor E Baldry AO, DVC, Equity, Diversity & Inclusion (EDI) (in person)
8. Professor M Crossley, DVC, Academic Quality
9. Professor C Doolan, Engineering
10. Professor N Fisk AM, DVC, Research & Enterprise (DVCRE)
11. Professor S Foster, Dean of Engineering
12. Professor M Green, Medicine & Health
13. Professor F Johns, Law & Justice (in person)
14. Professor N Klein, Such other Person
15. Professor L Lixinski, Law & Justice
16. Professor L Lutze-Mann, PVC Education & Student Experience (PVCESE) (Acting)
17. Professor A Lynch, Dean of Law & Justice
18. Professor D McCamey, Pro-Vice-Chancellor, Research (PVCR) (in person)
19. Professor J Morris, PVC, Research Training & Entrepreneurship and Dean of Graduate Research (in person)
20. Professor A Ortmann, Business School
21. Professor V Perkovic, Dean of Medicine & Health (in person)
22. Professor L Ravelli, Arts, Design & Architecture (in person)
23. Professor J Seidel, Science
24. Professor A Simmons AM, Provost (in person)
25. Professor E Sparks, Rector of UNSW Canberra (in person)
26. Professor A Steel, Such other Person (in person)
27. Professor C Styles, Dean of Business School
28. Professor M Tani Bertuol, UNSW Canberra
29. Professor M Uncles, Business School
30. Professor W Zhang, Engineering
31. Professor A Zwi, Arts, Design & Architecture (in person)
32. Associate Professor S Clark, Engineering
33. Associate Professor D Dong, UNSW Canberra
34. Associate Professor N Garg, Business School (in person)
35. Associate Professor A Heywood, Medicine & Health (in person)
36. Associate Professor R McKetin, 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. Ms N Bhattacharya, President, Student Representative Council (SRC)
43. Mr J Lowinger, Undergraduate Student
44. M McBurnie, Postgraduate Student (in person)
45. Ms T McKee, Indigenous Student
46. Ms K Watson, Arts, Design & Architecture
47. Officer Cadet M Zlateff, UNSW Canberra Student

APOLOGIES: Scientia Professor S Rogge, Dean, Science
Professor B Golder, Such other Person
Professor S Scott, UNSW Canberra
Associate Professor T Wilcox, Such other Person
Dr J Steele, Science
Mr T Abdulsalam, Higher Degree Research Student
Ms E Egilmezer, Postgraduate Student
Mr J Karras, Postgraduate Council President and Higher Degree Research Student
Mr C Pearce, Law & Justice
Mr O Pike, Chair of Arc @ UNSW Board and Undergraduate Student

IN ATTENDANCE: Professors A Beavis (for Scientia Professor Rogge) (in person), C Ellis (for item 9) (in person), M Pagnucco (for item 9) (in person), R Buckland and L Piggott
Dr J Strauss (in person)
Ms K George, Mr D Gleeson (in person), Ms S Lightfoot, Mr N Morris, Ms M Pavelkova (in person), Ms M Saville and Ms L Stratford

SECRETARY: Ms F Velosa, Senior Governance Officer (in person)

Quorum: 20
RAMS: 2022/010483

For convenience, items were taken out of agenda order.

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, and welcomed everyone to the first hybrid meeting of the Academic Board, especially new members Professor Lutze-Mann and Professor McCamey. AB noted Scientia Professor Rogge's new role as Dean of Science and congratulated him.

On behalf of the AB, the Chair wished Deputy AB President Professor Mary-Louise McLaws well in her ongoing recovery.

The Chair reminded AB that self-nominations for student elections to the AB and to Faculty Boards would open on 19 October 2022 and asked everyone to encourage students to self-nominate, as appropriate.

AB accepted the apologies received from AB members for the meeting, as listed above.

2. Minutes of the previous meeting held on 16 August 2022

RESOLVED

The Academic Board confirmed the minutes of the meeting held on 16 August 2022 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 Council on 10 October 2022 had approved the following:

1. AB nomination to the Honorary Degrees Committee, namely the reappointment of Emeritus Professor Richard Henry from 1 January 2023 to 31 December 2024
2. The reappointment of 3 Such other Persons to AB from 1 January 2023 to 31 December 2024:

- PVC Indigenous (to be appointed)
- Chair of the Postgraduate Re-enrolment Appeals Committee (Professor Natalie Klein)
- One representative of the Early Career Academic Network (ECAN) Executive Committee, nominated by the AB President (Dr Natalia Castano Rodriguez)

4. Starring of items, adoption of unstarred items and rearrangement of the agenda

AB starred item 15 for discussion, and received and carried a motion to adopt all the unstarred items.

5. Confirmation of confidential items

The Chair asked AB members to note that item 12 was marked confidential.

B PRESIDENTS' BUSINESS

6. Report of the AB President

The report of the AB President highlighted the review of the Academic Promotions Policy and Procedures (APP) (see agenda item 15). The report also noted discussions between CoCABS and NESI on the high variability between subjects in the percentage of students achieving HSC Bands 5 and 6, affecting the award of bonus points for ATAR entry to UNSW and other universities. AB noted that revising guidelines on benchmarking of programs and external accreditation protocols would be discussed at the OzCABS meeting on 10 and 11 November 2022.

6.1 Associate Professor Promotions – effective from 1 January 2023

AB noted the members of staff promoted to Associate Professor with effect from 1 January 2023. AB received a request for data on how long candidates were in their previous level before being promoted successfully as it may provide further useful insight into gender inequity.

7. Question on Notice (QoN) – Supplementary Examinations

AB noted the response from the Office of the Registrar and Director, Student Services to the student question on supplementary examinations.

8. Report of the Vice-Chancellor (VC)

The VC reported that he continued to meet with Government ministers and their staff over various issues relating to the tertiary sector in general and UNSW in particular. He emphasised the successes in the work being done in the entrepreneurship-innovation-start-up areas, with UNSW ranking #1 for new start-ups and spin-offs.

AB noted the University's Recharge Week from 17-21 October 2022 and the UNSW Health, Safety and Wellbeing Month. The VC reported that staff would receive a safety video message from him later in the day, highlighting a suite of tools and initiatives that the Safety Team had developed to assist in the safety of UNSW students, staff and visitors as part of a core value of the University community.

The VC reported that the processes of recruiting new senior appointments (DVCESE, DVC/VP Global and PVC Indigenous) were under way and may be finalised by early 2023. He thanked Professor Lutze-Mann for assuming the role of Acting PVCESE. He congratulated Scientia Professor Rogge on his appointment as Dean of Science and thanked Professor Kable for his contributions to the Faculty of Science as Acting Dean.

AB noted the retirement of Professor Baldry due at the end of 2022. The VC thanked her for more than 30 years of service to the University, the Go8 universities and the education sector as well as numerous outstanding contributions to Australia.

The Chair thanked the VC for his report.

C PRESENTATIONS AND DISCUSSION TOPICS

9. Update on S25 Working Group – Assessment and Feedback

The Chair noted assessment issues and optimising assessment practices as key topics of discussion at this AB meeting (agenda items 9 and 10.1) and ongoing discussions across the University.

The Provost introduced Professor Ellis and Professor Pagnucco to present and update AB on the S25 Assessment and Feedback Working Group.

Professors Ellis and Pagnucco presented on the dominant themes of the topic of assessment. AB noted that assessment and feedback fed into the University's consideration of educational experience, the student lifecycle, optimising 3+, future academic offerings as well as teaching in 2023 and beyond.

AB noted the pillars of quantity, quality and integrity as well as world-class distinctiveness in providing a world-class assessment experience with the level of urgency assigned as follows:

- Quantity: to reduce the unnecessary burden of assessment and feedback: critical/immediate urgency
- Quality and integrity: to optimise and ensure learning outcomes: medium urgency
- World-class distinctiveness: longer-term urgency

The Chair thanked Professor Ellis and Professor Pagnucco for their discussion and commended them and the working group on its excellent progress on fine tuning assessment and feedback.

The Chair noted from the AB discussion that although some work was required to:

- define principles,
- provide professional development resources and support to all staff (through 'Faculty Assessment Squads'),
- review/update and communicate relevant policies, and
- fund the necessary technological updates and IT systems,

the immediate urgency was to implement assessment changes in collaboration with the Faculties/Schools to reduce unnecessary assessment load on students and staff, and to help students self-evaluate their skills and understandings as they progress through courses and programs.

AB agreed on the importance of an effective communication strategy, plan and guidelines for implementing changes to assessment, noting that this topic would be socialised at the Heads of School Forum on 26 October 2022 to prioritise assessment and obtain buy-in from all the relevant parties.

The Chair advised that a copy of the presentation would be sent to AB after the meeting.

D REPORTS

10. Deputy Vice-Chancellor, Education and Student Experience (DVCESE)

The Academic Board noted the report of the Division of the DVCESE.

The Chair thanked the Provost for the report.

10.1 Assessment Working Party (AWP) on Integrity, Efficiency, Efficacy & Authenticity, Final Report – Assessment Integrity

The Academic Board noted and discussed the final report on assessment integrity of the AWP, which included recommendations with a four-pronged approach for UNSW to

address the narrative around academic integrity and to lead the way in approaches to assessment security:

1. Integrate assessment security in assessment design
2. Change the academic integrity narrative by bringing students into the conversation
3. Establish a Community Consultation Group
4. Develop an institutional position on the most appropriate home for the ongoing discussion around assessment

Professor Lutze-Mann presented on the key ideas of the working party on the need to work on both assessment integrity and security, noting that assessment integrity remained a broader concept than security:

- Integrity involves shared values, education and trust
- Integrity includes designing appropriate assessments
- The University needs to work with its students to build integrity and ethical understanding
- Assessment security involves both authentication and originality:
 - Originality is context-dependant, based on rules set for the assessment

AB noted a tiered system to rank the impact of different processes and assessment types to reduce cheating, specifically the 'Swiss cheese' model with two applications to assessment integrity and security:

- Range of measures to build integrity
- Range of assessment types

Professor Lutze-Mann acknowledged the work of the AWP members and thanked them for their contributions to a hugely complex part of learning and teaching.

The Chair thanked Professors Lutze-Mann and Steel for their presentation and their discussion of a very important topic. AB members noted they would receive a copy of the presentation after the meeting.

11. Deputy Vice-Chancellor, Academic Quality (DVCAQ)

The Academic Board received and noted the report of the DVCAQ, Professor Crossley.

11.1 Student Experience Update

- myExperience T2 2022

Professor Lutze-Mann presented summaries of the undergraduate and postgraduate T2 myExperience survey results by 'best aspects' and what 'needs improvement'.

AB noted the following:

- Three key issues in assessment and feedback comments from students related to feedback, guidance and myExperience scheduling/weighting.
- Students raised concerns about marking, practice materials and groupwork.
- Issues with academic integrity and structure/level of difficulty were raised.

AB noted that the T3 2022 myExperience survey would be open from 7-24 November 2022. The Chair asked AB to remind staff to encourage students to complete the survey.

• QILT Student Experience Survey (SES) from October 2021

Professor Crossley presented on the main messages of the 2021 QILT SES results, the areas of continuing focus and the following next steps:

- New DVCESE and DVC/VP Global to provide further support to UNSW students and systems
- Continuing the recruitment of top Education Focussed (EF) staff
- Working parties and projects
- Optimising UNSW3+
- Assessment and Feedback
- Belonging
- Digital teaching staff and support (Project X)
- Student Lifecycle Support
- Systems/Services investments (SIMS upgrade etc)

AB noted that the overall satisfaction in teaching and the student experience at UNSW continued to increase with strong performance indicators in postgraduate programs, and strong satisfaction among international students. As the area of most concern remained assessment, work continued to be undertaken on policies and methods, as discussed and outlined under items 9 and 10.1.

The Chair thanked Professor Crossley and Professor Lutze-Mann for their presentations, which would be circulated to AB after the meeting.

12. Deputy Vice-Chancellor, Research & Enterprise (DVCRE) – Confidential

The Academic Board received and noted the report of the DVCRE, Professor Fisk.

Professor Fisk highlighted ongoing success in securing grants from various sources. AB noted that there was some shuffling within the Go8 with UNSW placed 4th for total HERDC-reportable research income in 2021, but climbing up one place in the ARWU from its 2021 position. It was noted that UNSW staff/students/alumni fill an outstanding 25% of *The Australian's* list of Australia's top innovators, and that the National Science and Research Priorities and aspects of the National Security Benefits were under review.

The Chair thanked Professor Fisk for his report.

12.1 HDR Industry Engagement Update

Professor Morris updated AB on the HDR Industry Engagement, also included in the DVCRE report (agenda item 12).

AB noted the following:

- The Department of Education had recently released revised National Industry PhD Program Guidelines, which addressed many of the previous sector-wide concerns. UNSW was preparing a response to the revised Guidelines for submission in due course. The program is expected to start mid-2023.
- The Government was requiring significant reporting on internships and related activities, including the Research Training Program (RTP), which Professor Morris would discuss with the Schools/Faculties.
- Anyone with industry-linked PhDs should progress the recruitment as soon as possible to allow first-year candidates to get into the program and relevant schemes, and to obtain the relevant support.
- The new Industry Fellowship scheme has an early career component that PhD graduates could engage in, so it is important that PhD candidates investigate the entrepreneurial opportunities available at UNSW, as well as using the industry engaged PhD programs as a first step in building relationships with industry partners.

The Chair thanked Professor Morris for his update.

E POLICIES AND PROCEDURES

13. **Research Progress Review and Confirmation of Research Candidatures Procedure**

AB endorsed the *Research Progress Review and Confirmation of Research Candidatures Procedure*, as amended.

14. **Show Cause for Research Candidates Procedure**

AB endorsed the *Show Cause for Research Candidates Procedure*, as amended.

15. **Report on the Review of the Academic Promotions Policy and Procedures (APPP)**

AB noted the report on the review of the academic promotions policy and related procedures as well as the draft recommendations, which were not provided for endorsement but for discussion. AB noted that the amendments, yet to be finalised, would not be for implementation from 1 January 2023 to allow for further consultation and discussion across the University.

AB discussed their initial thoughts on the outcomes of the Review of the APPP, including:

- Issues of confidentiality of HoS reports and the provision of summary feedback reports to unsuccessful candidates to provide guidance on developing certain areas
- The two-year rule/s and out-of-rounds processes
- The basis and application of the 'points system' and assessment
- Providing training to the panel members across the faculties for some consistency across the University
- Clarity on the feedback and communications strategies for further consultation with University staff

Regarding the naming and objectives of the third pillar (or a split 3rd pillar) of both the APPP and the Academic Expectations Framework, AB noted variable support for various combinations of Engagement/Leadership/Social Impact/Collegiality, which AB agreed required further discussion outside the AB meeting (due to time constraints) and at the next AB meeting, as required.

The Chair advised he would continue to consider how best to seek general input on this review outside formal meetings and report back on the next steps to be taken.

F ACADEMIC OFFERINGS, FACULTIES AND BOARD OF STUDIES

16. **Academic Programs & Specialisations (revisions), recommended at ABPC of 9 September 2022 and UHDRC of 29 September 2022 as detailed in [ECLIPS](#):**

RESOLVED

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

Business

Specialisation – Undergraduate Revision

16.1 TABLAH Taxation

Specialisations – Postgraduate Revisions

16.2 COMMGS Global Sustainability and Social Impact

16.3 INFSNS Cybersecurity, Risk and Privacy

Engineering

Specialisations – Undergraduate Revisions

16.4 FOODH1 Food Science

16.5 MINEC1 Mining Engineering

16.6 AEROAH Aerospace Engineering

16.7	ELECAH Electrical Engineering
16.8	ELECCH Quantum Engineering
16.9	GMATDH Surveying
16.10	MANFBH Mechanical and Manufacturing Engineering
16.11	MECHAH Mechanical Engineering
16.12	MTRNAH Mechatronic Engineering
16.13	TELEAH Telecommunications
16.14	SOLAAH Photovoltaics and Solar Energy
16.15	SOLABH Renewable Energy Engineering

Specialisations – Postgraduate Revisions

16.16	CVENLT Environmental Engineering (8621)
16.17	ELECAS Electrical Engineering (8621)
16.18	MECHBS Mechanical Engineering (8621)
16.19	MINEMS Underground Ground Control (5059)
16.20	MINENS Underground Coal Mine Strata Control (5059)
16.21	MINETS Underground Ground Control (8059)
16.22	MINEUS Coal Mine Strata Control (8059)
16.23	MINEXS Open Cut Coal Mine Strata Control (5059)
16.24	MINEZS Open Cut Coal Mine Strata Control (8059)
16.25	SOLAGS Renewable Energy (8621)
16.26	TELEAS Telecommunications (8621)

Science

Program – Undergraduate Revision

16.27	3632 Bachelor of Psychology (Honours)
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Business

Research (HDR) Specialisation – Revision

16.28	FINSCR Master of Philosophy in Banking and Finance
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17. Higher Doctorates – Nil

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)
	• 4 August 2022 (unconfirmed)
19.2	Academic Board Programs Committee (ABPC) – Nil
19.3	University Academic Quality Committee (UAQC)
	• 14 September 2022 (unconfirmed)
19.4	University Higher Degree Research Committee (UHDRC)
	• 4 August 2022 (signed)
19.5	University Research Committee (URC)
	• 11 August 2022 (unconfirmed)
19.6	Arts, Design & Architecture
	• 27 June 2022 (confirmed)
19.7	Business School
	• 4 August 2022 (confirmed)

19.8	Engineering
	• 12 August 2022 (signed)
19.9	Law & Justice
	• 20 July 2022 (confirmed)
19.10	Medicine & Health
	• 9 August 2022 (unsigned)
19.11	Science
	• 22 September 2022 circular resolution
19.12	University Board of Studies
	• 31 August 2022 (unsigned)
19.13	UNSW Canberra
	• 25 July 2022 (unsigned)

H OTHER BUSINESS

20. Governance Approval Timelines for 2024 Academic Offerings

The AB noted the governance approval timelines for 2024 academic offerings to guide staff across the University involved in the development and approval of proposals for new and revised academic offerings for delivery in 2024 as well as discontinued offerings.

21. Proposed AB meeting dates for 2023

The AB noted the proposed AB meeting dates for 2023 for which AB members would receive Outlook meeting invitations in due course, noting the current elected AB membership term would end on 30 June 2023.

22. Business without notice

The Chair encouraged AB members and attendees to attend the next AB meeting scheduled to be held in person at UNSW Canberra for anyone able to attend in person and network with UNSW Canberra colleagues. AB noted they would receive a request to advise their availability to attend the next AB meeting in person for planning purposes.

The Chair declared the meeting closed at 12.45pm.

Next scheduled meeting: Tuesday 22 November 2022, 10am to 12.30pm


Professor David Cohen

Chair
22 November 2022