School of Computer Science and Engineering
Industry Advisory Board Meeting
Minutes of the meeting held on Thursday, 9 February 2023

PRESENT:

John Shepherd (Chair)	Eric Martin
Alan Blair	Fethi Rabhi
Armin Chitizadeh	Jake Renzella
Chun Tung Chou	Sebastian Sequoiah-Grayson
Oliver Diessel	Raveen de Silva
Kevin Elphinstone	Hayden Smith
Bruno Gaeta	Arcot Sowmya
Mahbub Hassan	Andrew Taylor
Zoltan Kocsis	Sasha Vassar
Zac Kologlu	Xiaoyang Wang
Raymond Louie	Wayne Wobke

APOLOGIES: Nil

IN ATTENDANCE: Tina Tuomikoski (Secretary)

1. OPENING OF MEETING
The Chair opened the meeting at 2:05 pm.

2. CONFIRMATION OF MINUTES
The minutes of the last meeting were not discussed.

3. REVIEW OF ACTION SHEET
No actions were discussed.

4. ITEMS FOR DECISION
4.1.

The Chair presented the first draft of the revised Terms of Reference to the Committee. It was noted that the major change was the revision of membership. The smaller groups of Education, Research and External Engagement will continue to function outside of the committee in the form of working groups, for example, accreditation and will report into the Education Committee.

Resolution:
The Chair to provide members with the draft Terms of Reference for review and feedback to resolve at the next meeting.

5. ITEMS FOR DISCUSSION

5.1. Programmatic Assessment

The Chair and Arcot Sowmya spoke about the recent Faculty Teaching Retreat held on 30 and 31 January 2023. One topic was programmatic assessment which means that the School would not continue with the current structure of teaching for 10 weeks then exams. The suggestion is to have two examination periods during the year, students nominate which one to attend, they get exams for multiple courses. The faculty's push is for a 5-day block of exams with the benefit of academics having more time off. Discussion was held, members expressed concerns of multiple factors.

5.2. Postdoctoral Fellowships

The Committee discussed giving postdocs a fellowship so that they could do half research and half teaching. The notion was to spend their funding out over a longer period. 50% research funded by the researcher, other half school.

5.3. New Initiative for Academics

The Committee discussed the Faculty's new initiative of offering academics to work on projects outside of their regular teaching load, with backfill from Faculty funding. This is an opportunity for all staff, not just education focussed. It was noted that the project has wider educational implications, cross faculty projects providing a good career opportunity. The School will benefit indirectly from additional experience gained.

5.4. Grok Future Curriculum Workshop

The Grok Future Curriculum Workshop was held in Melbourne on Friday, 3 February 2023. The Chair will provide a link to this curriculum. It was noted that it will not be rolled out uniformly, there are differences across the states and schools. It involves information technology education from kindergarten to Year 9 with a Melbourne University algorithmics component.

Resolution:
The Chair to provide members with the Grok Curriculum.

5.5. Generative AI vs Academic Integrity

The Committee discussed that ChatGPT poses a substantial threat to academic integrity. The Chair initiated discussion on how to address this. The committee members discussed and are working on a possible resolution to help with assessment strategies is to provide templates.

Resolution:
The committee members are to try different approaches in Term 1 and report to the Committee.

5.6. Ongoing work

The Chair called for volunteers for working groups on improving COMP15XX and COMP25XX. The School is required to redesign our curriculum due to the change to three terms, which has resulted in the loss of fifteen hours of teaching. It was noted that the curriculum mapping (documenting course inputs/outputs) of first year courses have been completed by Sasha Vassar and Jake Renzella.

Resolution:
The Committee nominated Oliver Diessel and Sasha Vassar.

6. ITEMS FOR NOTING AND INFORMATION

6.1. Workload

The Chair and Wayne Wobke discussed the difficulties in obtaining the relevant information for staff to effectively manage and allocate workloads and the need for accurate data to run the script. The Term 1 workload allocations are completed, working on Term 2 and Term 3. To calculate the workloads correctly, staff availability, course preferences, knowledge of ECR, awards, roles, admin work, PhD supervision etc. is required.

The overall workload for Teaching and Research = 40% research, 40% teaching, 20% administration and Education Focussed – 65% teaching, 15% teaching activities, 20% administration. Typically, CST admin tasks fit in the 20% administration portion and PhD supervision fits in the 40% research basket.

6.2. Course Outlines

The Chair explained that the faculty wants descriptions of courses in various places to be consistent. ECLIPS is source of truth, should be reflected in Astra and course outlines.

Resolution:
All course convenors are required to enter course outlines in to ECOS by the end of Term 2.

6.3. In Person Exams vs Offshore Students

It was noted that offshore students have unsupervised exams. The Chair asked for suggestions from the members on how to address this issue. No resolutions were found.

7. GENERAL BUSINESS

There was no other business.

The next meeting is scheduled for Friday, 31 March 2023.

JOHN SHEPHERD
Chair