

## School of Computer Science and Engineering

### **DRAFT** Education Committee Meeting

Minutes of the meeting held on Thursday 27<sup>th</sup> April 2023

#### **PRESENT:**

John Shepherd (Chair)  
Yuchao Jiang  
Alan Blair  
Armin Chitizadeh  
Chun Tung Chou  
Oliver Diessel  
Kevin Elphinstone  
Bruno Gaeta  
Mahbub Hassan  
Sara Ballouz  
Serge Gaspers  
Raymond Louie  
Tina Tuomikoski  
Nicola Kwan  
Sasha Vassar  
Sushmita Ruj  
Arash Shaghghi  
Hayden Smith

Eric Martin  
Fethi Rabhi  
Jake Renzella  
Sebastian Sequoiah-Grayson  
Raveen de Silva  
Hasindu Gamaarachchi  
Erik Meijering  
Andrew Taylor  
Sanjay Jha  
Xiaoyang Wang  
Wayne Wobcke  
Carroll Morgan  
Paul Hunter  
Gustavo Batista  
Rahat Masood  
Michael Bain  
Wenjie Zhang

#### **APOLOGIES:**

Arcot Sowmya  
Claude Sammut  
Helen Paik  
Richard Buckland

Maurice Pagnucco  
Raymond Wong  
Gelareh Mohammadi

**IN ATTENDANCE:** Michelle Gregor (CSE Admin minute taker)

#### **1. OPENING OF MEETING**

The Chair opened the meeting at 12:05 pm.

Refer to: <https://www.cse.unsw.edu.au/~teachadmin/tc/>

#### **2. CONFIRMATION OF MINUTES**

The minutes of the last meeting held on 31<sup>st</sup> March 2023 were discussed by all committee members, corrected, and accepted by AB and EM

### 3. REVIEW OF ACTION SHEET

Refer to Action Sheet below carried over from the Meeting of 31<sup>st</sup> March 2023

Item & Date	Item	Action By	Action Required	Status
Item 1 31/03/2023	Draft Terms of Reference	John Shepherd	JS to provide members with an online version of the draft Terms of Reference to review and provide feedback. Action: Present and resolve/approve the TOR at the next meeting.	<b>31/03/2023</b> Opened
Item 2 31/03/2023	NCSS Future Curriculum Workshop Kindergarten (Foundation) to Year 9	John Shepherd	JS to share UNSW Proposed National IT curriculum to the members.	<b>31/03/2023</b> Opened
Item 3 31/03/2023	Course Outlines/ECOS/ECLIPS/Astra Synchronisation Faculty wants descriptions of courses in various places to be consistent. ECLIPS is source of truth, should be reflected in Astra and course outlines.	Committee	By the end of Term 2, required to put course outlines in to ECOS, will be partially populated from data from ECLIPS. Subsequent terms most of the data will roll over.	<b>31/03/2023</b> Opened
Item 4	In Person Exams vs Offshore Students Offshore students have unsupervised exams.	Committee	JS asked for suggestions from the members on how to address this issue. No resolutions were found. The school should have a lot less offshore students in Term 1. In Term 2 you can have web enrolled students.	<b>31/3/2023</b> Opened



Item & Date	Item	Action By	Action Required	Status
			<p>Committee discussed in detail.  MH asked if we have offshore enrolments?  AS suggested hold Supp Exams beginning of T2 or end of T2  JS has told his offshore students that on 1<sup>st</sup> May they have to take supp exam during O-week T2  RB notes that normally offshore students organise someone to supervise them and govern them  AB suggested if student get someone who is willing to vouch for them in another country  <b>Inspira</b> exams are online.  Deadline for term planning T3 has already been completed.</p>	
Item 5 31/3/23	Generative Ai vs Academic Integrity ChatGPT poses a substantial threat to academic integrity.	Committee	<p>Committee discussed the examples of different ChatGPT and not Google search.  SJ discussed examples Network Security Course: is not a programming subject. SJ allowed some students to use Chat GPT but asked them what they used it for.  OD wants the students to explain and justify the use of ChatGPT?  KE discussed how ChatGPT wrote questions and produced the correct code. It depends on the OS course.</p>	<b>31/03/2023</b> Opened



Item & Date	Item	Action By	Action Required	Status
			The idea of non-invigilated assessments is not workable especially with ChatGPT. Hoping that the University will support face to face students.	

#### ITEMS FOR RECOMMENDATION

NIL

#### 4. ITEMS FOR DECISION

##### 4.1. CSE Education Committee [Terms of Reference](#)

This is still pending. The Chair advised that the second draft is still pending and will be discussed at the next meeting in May. The second draft of the revised Terms of Reference to the Committee. As noted, that the major change was the revision of membership. The smaller groups of 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. It was noted that all other Academics are invited to the Education Committee meeting but remain non-voting.

The Composition of the committee will comprise the following members

- a. HoS
- b. Deputy Head of School (Education) Chair
- c. Associate Head of School (Education) Deputy Chair
- d. Director of Studies (Bioinformatics)
- e. Director of Studies (Computer Engineering)
- f. Director of Studies (Computer Science)
- g. Director of Studies (Software Engineering)
- h. Director of Studies (Postgraduate Coursework)
- i. Undergraduate Thesis Coordinator
- j. Director Online Education
- k. Up to 1 coursework student (no voting rights) nominated by the HoS based on their interest and experience, with a one-year term of membership
- l. School Manager is an observer and non-voting attendee
- m. Teaching Support Staff representative
- n. Remove Student service representative
- o. 1 research discipline representatives nominated by the HoS based on their interest and experience
- p. 1 Teaching focused academic representatives, nominated by the HoS based on their interest and experience such as Year 1 and Year 2 Lecturer to overlap
- q. Year 1 and Year 2 lecturer representatives, nominated by the HoS based on their interest and experience
- r. ECA representative, nominated by HoS, with a one-year term of membership
- s. Chair, Computing Management Advisory Committee(observer)



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*Resolution:*

*Subject to these amendments 12 members voted yes and the HoS will recommend to the School Board. The Chair to provide members with the final Terms of Reference for review and feedback to resolve at the next meeting.*

## **5. ITEMS FOR DISCUSSION**

### 5.1. CSE Workloads and Workload Formula [Workload Formula](#)

WW to discuss at next meeting as the Terms of Reference need to be finalised first

### 5.2. ECLIPS, ECOS, Data Cleansing and CSE Course Outlines

The Chair and the Committee members discussed in details the various course outlines. Deadline is around June 2023. Everyone to go through the course outlines to meet the quality of standards. Also writing good learning outcomes. Course cannot be written in first person. Also refer to the Bloom's Taxonomy

AB said we need to use the ACS Accreditation

JS went through the Bloom's Taxonomy descriptions to put course into context.

To send out to all Academics the acronyms of the terms such as ECLIPS

### 5.3. ASB Master of Cyber Security Management

RB was an apology for this meeting.

## **6. ITEMS FOR NOTING AND INFORMATION**

### 6.1. Reports from Committees outside CSE

JS attended the Faculty Academic programs committee. The combined degree Eng Computer Science 3785 ACS accreditation wants Ethics included.

### 6.2. Report on UNSW Online

RW was not present at meeting. Other members commented on the UNSW Online AC commented that it was hard to teach the UNSW Online with all the terms

### **6.3 Any other business**

Nil

## **7. Next meeting**



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The next meeting is scheduled for 10am Thursday 25<sup>th</sup> May 2023.

## **8. Closure**

There being no further business the meeting closed at 1:30pm

**JOHN SHEPHERD**  
Chair

