School of Computer Science and Engineering
Education Committee Meeting

Minutes of the meeting held on Friday, 09 February 2024

PRESENT:	John Shepherd (Chair)	Paul Hunter
	Alan Blair	Raymond Louie
	Ali Darejeh	Raveen de Silva
	Andrew Taylor	Richard Buckland
	Arcot Sowmya	Salil Kanhere
	Arash Shaghaghi	Sara Ballouz
	Basem Suleiman	Sebastian Sequoiah-Grayson
	Chun Tung Chou	Sushmita Ruj
	Eric Martin	Tina Tuomikoski
	Hammond Pearce	Wayne Wobcke
	Katie Clinch	Yuchao Jiang
	Michael Thielscher	Yulei Sui
	Oliver Diessel	

APOLOGIES:	Nicola Kwan, Shikha Mishra

IN ATTENDANCE:	Shiling Wu (Secretary)
	Sebastianus Kandi
	Li San Chew

1. OPENING OF MEETING
The Chair opened the meeting at 10:05 am

2. CONFIRMATION OF MINUTES
The minutes of the meeting held on 23 November 2023 were not yet available online.

3. REVIEW OF ACTION SHEET
The Committee discussed open action items from the meeting held on 23 November 2023.

The Chair went through all the Action Items. When reached to the item in regards to Enterprise Course Outline System (ECOS), the secretary was able to clarify the process of the ECLIPS as ECOS is tied to it.

- Assessments Items in ECOS are tied to ECLIPS.
- Any changes in ECOS, must go through ECLIPS.
- ECLIPS changes take time as they go at least to the; depending on what item is amended in ECLIPS it may go all the way to the Academic Board for review (which may take even longer time to process).

4. ITEMS FOR DECISION
4.1 Security Program Proposal for Bachelor of Cyber Security, Bachelor of Cyber Security (Honours) and Master of Graduate Diploma.
Presenter (Richard Buckland) proposed a 3-year program for Bachelor of Cyber Security. He presented a lists of core/electives courses for 1st year, 2nd year and 3rd year students. It is similar to Bachelor of Computer Science program, but he would like to focus on the differences in his presentation. This program will have many hands-on skills like pen testing.

Students can optionally take certain combinations of course as a named specialisation:

- Bachelor of Cyber Security (Security Engineering)
- Bachelor of Cyber Security (Information Security)
- Bachelor of Cyber Security (AI and Data)
- Bachelor of Cyber Security (Human Factors)

Head of School (Arcot Sowmya) raised a few concerns, the first comment was would this program influence the Software Engineering degree? Would students change their degree from software engineering to cyber security?

Second comment is, does our school have enough academic staff to teach into cyber security courses, without affecting their current teaching load. Especially, there will be new core and electives courses being nominated for Bachelor of Cyber Security. At the moment, there are no plans in hiring more cyber security academic staff.

Final question is, for these external staff teaching into cyber security courses, is there a plan or strategy to move them to permanent continuing or will we continue to have external staff teaching into cyber security courses? We need to be cautious about having external staff teaching into the program as it can raise concerns with the University.

The Chair (John Shepherd) raised a concerned about the name of the degree. Bachelor of Cyber Security (Sydney) may cause confusion with Sydney University. The Head of School agrees with this comment and would like get advice on how the name is going to appear on students' testamur.

5. ITEMS FOR DISCUSSION

5.0 Cyber Security Programs at Bachelor, Honours, Graduate Diploma, and Master levels

The Head of School (Arcot Sowmya) decided to discuss this Bachelor of Cyber Security straight away. Richard Buckland voiced the importance of have external staff teaching into the courses as they are in the industry and have the newest information on hand to provide to students. These external staff will not be Lecturer in Charge as important the school does not rely on them completely. It would be helpful to do some research on how other universities deal with similar type of issues with hiring external staff. There are also many permanent staff that can teach into cyber security courses. However the Chair reported that many of the staff mentioned are also teaching into UNSW Online.

5.1 ECLIPS, ECOS, Data Cleansing and CSE Course Outlines

John was planning to prepare a table of course status but didn't have time. CLOs also needs to meet Faculty-defined standards, especially if the course is on an advanced level.

5.1 Enrolments

Enrolments have grown significantly in Term 1 2024. There was over +30% increase in enrolment. If we also have Bachelor of Cyber Security – potentially adding an additional 500+ students. Is this sustainable for staff workload? One of the challenges with hiring more permanent academic staff to teach into CSE courses is the hiring process takes a long time. Which means hiring more academic staff does not solve the immediate surge in student numbers.

In Term 1 2023, CSE had 5000 EFTSL and around 12,000 – 13,000 head count. This year, Term 1 2024 – CSE now have 16,000 head count.

5.2 High Schools Computing Course

The High School Computing Course, most recently run by Michael Schofield, had proven to be a success in attracting top-quality students, and giving them credit for COMP1511. It is a great exposure for high school students and they tend to be good students when they start university with us.

Unfortunately, Michael Schofield is retiring, and we would like this to continue. The Chair is calling out for volunteers to run this course during school terms as it is beneficial for future students. This might need to be discussed offline with Richard Buckland and Kristan Mansfield.

5.3 Running Lab Exams

Currently lab exams are handled primarily by a causal staff (Dylan). At the moment, Dylan is considered as front facing/ day-to-day during exams and Mei Cheng (Computer System Officer) and Janelle (Senior Educational Developer) do most of the backend organisation and allocation of the exams. The concern is this the knowledge that is being held by a causal staff should be passed on to a permanent staff instead. As the school cannot rely on a causal staff holding all the local knowledge, when CSE runs exams 3 times a year. It is vital that we train someone preferably a permanent staff member as a backup for Dylan. Unfortunately, Teaching Support Officers cannot do Dylan's role as it is very technical.

There is budget to replace Mei Cheng's role if she retires. Which means Janelle will need to partner up with someone. Shikha Mishra (Technology Operations Manager) is looking into documenting this process which means the knowledge will not be lost.

5.4 SISTM Course Changes

Some INFS courses (belongs to School of Information Systems and Tech Management) have excluded CSE students from taking their courses in 2024. The presenter of this agenda Alan Blair wants to know if courses are allowed to exclude particular programs or exclude particular courses. The Chair's response is yes, they can exclude particular programs or courses as CSE does this for program in Software Engineering, Computer Engineering and Bioinformatics Engineering for COMP1511 in Term 1. This is to limit the student numbers to 1300 and to allow majority of Computer Science students into the course in Term 1. This information does not always gets captured in the Handbook but each school is allowed to have rules like this in place in the backend.

5.5 Course Quotas and Offerings

This agenda item was mentioned last year, it is still a standing item as the issue of rising student enrolment in T1 2024 continues to exceed enrolment numbers from T1 2023. CSE is already making courses as big as possible, yet some courses continue to fill up and students get stuck in a waitlist. During the discussion the Secertary (Shiling Wu) raised one of the issues is triaging with the Nucleus Student Hub where they push the school to continuously let students in. She believes if the school pushes back and plans on exactly how many students we can take then the school will have less pressure with enrolment numbers. Teaching Support Officer Sebastianus Kandi explained the issue is quite complex, it involves how many students can our academics can handle per tutorial or lab. This depends on their teaching experience. Often it is difficult to schedule and find rooms on Kensington campus as there are not enough tutorial or lab spaces for teaching. T1 2024, timetabling had to schedule classes in Randwick campus which is not ideal for our students travel back and forth. It is not ideal that we just let all the students from the waitlist into our courses. It's also frustrating students numbers fluctuates dramatically in Week 1, as they are allowed to move around between courses they want to enrol. The Head of School (Arcot Sowmya) would like this feedback to be provided to Central as this is not sustainable for our teaching staff.

The Chair finds it strange that many academics only want to teach courses Term 3 and asked the committee if anyone might know the reason to this. Some members mentioned that in Term 1, academics needs to complete their ARC grant application and Term 2 is usually used for going to conferences.

6. ITEMS FOR NOTING AND INFORMATION

6.1 Reports from Committees outside CSE

The Chair reported on the Education Retreat and the big take away is our Deputy Dean of Education (Morri Pagnucco) gave us an exercise for us to provide thoughts on what Engineering education would be like in the next 10 years.

6.2 Report on Cyber Security Programs Working Group

This has been completed. As it was reported at the beginning of the meeting today 09 February 2024.

6.3 Report on UNSW Online

The Director of UNSW Online (Raymond Wong) was not present in the meeting to provide a report on UNSW Online. The Head of School (Arcot Sowmya) was able to provide some information. The Director of UNSW Online does not want to look after Data Science and Analytics Program. A new Deputy Director role for UNSW Online

was advertised November 2023 and this role will be looking after Data Science and Analytics Program instead. Similarly to the Cybersecurity program where we have two staff looking after it.

6.4 Report on Deans Executive Management Committee (DEMC)

The Head of School (Arcot Sowmya) reported that 73% of computer science students was on the Deans list and eligible for the Deans Awards. There are only 160 Deans Award to be given out and sadly they were not willing to give the award out to all 73 computer science students as they don't see that be fair and equitable. Now there will be 55 computer science students receiving the Deans Awards and CSE should be looking into alternatives to celebrate students achievements.

Tertiary Education Quality and Standards Agency (TEQSA) has asked for a submission from the university on AI in Education. They want to know how AI is going to affect education in the next 5 years. The Associate Dean of Education Jayashri Ravishankar is looking for help on this matter. This submission is due in June 2024. During this discussion Paul Hunter volunteered to assist with this matter.

6.5 Report on Workload Formula

Wayne Wobcke gave an update on the workload formula been revised based on feedback from academic staff. This is still in progress and will be providing updates alongside the Education Committee Meeting. The Head of School would like to have a process, as there was no quorum from last time. In terms of the process this time, should we change anything or keep the process the same? What should we do to get more engagement for more people to vote. It could be that new staff are not aware and don't understand it. We need to ensure our staff knows the importance of this and get everyone involved. The Chair believes if there's a well-publicised script for the Workload Formula there may be more engagement. The Head of School thinks this is good idea and should be actioned.

7.   GENERAL BUSINESS

Schedule of Education Committee Meetings for 2024

Day	Date	Time	Location
Friday	15 March	12 – 2 pm	Microsoft Teams
Wednesday	24 April	12 – 2 pm	?
Friday	14 June	12 – 2 pm	?
Friday	19 July	12 – 2 pm	?
Wednesday	7 August	12 – 2 pm	?
Friday	13 September	12 – 2 pm	?
Friday	11 October	12 – 2 pm	?
Wednesday	20 November	12 – 2 pm	?

DR JOHN SHEPHERD
Chair