School of Computer Science and Engineering Education Committee Meeting

Date: Wednesday, 24 April 2024
Time: 12:00 pm - 2:00 pm
Location: Virtual Meeting via Teams

PRESENT:

John Shepherd (Chair)	Raymond Wong	Sonit Singh
	Aditya Joshi	Michael Bain
Arcot Sowmya	Gustavo Batista	Sara Ballouz
Alan Blair	Michael Thielscher	Sebastian Sequoiah-Grayson
Basem Suleiman	Imran Razzak	
Paul Hunter	Armin Chitizadeh	Sasha Vassar
Jake Ranzella	Raymond Louie	Shikha Mishra
Raveen de Silva	Eric Martin	Sushmita Ruj
Andrew Taylor	Salil Kanhere	Wayne Wobcke
Angela Finlayson	Mohsen Kakavand	Yuchao Jiang
Katie Clinch	Hammond Pearce	Yuekang Li

APOLOGIES:

Chun Tung Chou, Oliver Diessel, Tina Tuomikoski

IN ATTENDANCE:

Sebastianus Kandi
Shiling Wu
Li San Chew
Victoria Jenkins (Secretary)

1. OPENING OF MEETING

The Chair opened the meeting at 12:00 pm, and the committee accepted the apologies.

The recording of the meeting is set to auto-delete after 120 days to maintain confidentiality and use only for minute verification.

2. CONFIRMATION OF MINUTES

The minutes from the last meeting, held on April 3rd, 2024, were moved for acceptance by Wayne Wobcke and were approved without amendment by the committee.

3. REVIEW OF ACTION SHEET

3.1 <u>Item 17: New Equipment for COMP3222/9222</u>
A proposal for new equipment for the course COMP3222/9222 was discussed. Tina Tuomikoski, who is currently involved in discussions regarding this proposal, was absent from the meeting.

3.2 <u>Item 14: COMP4920 - Progress Update</u>
A progress update on COMP4920 was due from Sebastian Sequoiah-Grayson. However, Sebastian was absent at the time of this discussion point.

3.3 <u>Item 10: New Postgraduate Course in Ethics & Project Management</u>
Discussions were held regarding the introduction of a new postgraduate course focused on Ethics & Project Management. This course aims to integrate key ethical considerations with project management practices, enhancing the curriculum to meet industry standards.

Document Reference: For a detailed view of the Action Sheet, please refer to the document linked in the agenda.

4. ITEMS FOR DECISION
4.1 <u>Special Considerations and Short Extensions:</u>

Addressed the new policy on short extensions and the challenges posed by recent changes to the Special Consideration process. Significant concerns were raised about the operational challenges, including the increased administrative workload for staff and the potential for inconsistent application across courses.

Voting on Resolutions:

The committee voted unanimously to **<u>opt out</u>** of the new short extension policy.

5. ITEMS FOR DISCUSSION

5.1 <u>Agile Methodologies</u>

The meeting addressed the alignment of course content with the Australian Computer Society (ACS) requirements, with a particular focus on the inclusion of Agile Methodologies.

Discussion on additional courses and their alignment with the evolving curriculum needs:

a) COMP3900: Reviewed for administrative flexibility in project supervision.
b) COMP4161: Part of discussions for a new major in software engineering, focusing on specialised topics like software verification and blockchain.
c) Data Visualisation Course: Suggested as an elective for non-data science students to enhance cross-disciplinary learning.
d) Master of Data Science and Decisions (8959): New program discussed, aiming to provide rigorous data science training.

Project groups have been suggested to further explore and define the structure of the new software engineering major, including a detailed study of course offerings like COMP4161.

Discussions on making the Data Visualisation course accessible to a broader student base, facilitating interdisciplinary education.

The committee expressed concerns about students potentially completing their program without substantial exposure to Agile practices, which are crucial in today's software development environments.

Actions and Proposals:
John Shepherd: They will conduct a thorough review of the curriculum across various courses, including COMP2511, to identify opportunities for enhancing the integration of Agile practices.

5.2 Course Proposals and Administrative Changes:
Continuing the discussion, John Shepherd emphasised the importance of aligning the school's curriculum with the Australian Qualifications Framework (AQF) level 9 criteria, which Paul Hunter shared in the meeting's Teams channel. The criteria outline the expectation for graduates to have specialised knowledge and skills for research, professional practice, and further learning, highlighting the need for an advanced and integrated understanding of complex knowledge in one or more disciplines.

Action: Details on the task force led by Arcot Sowmya for aligning the curriculum with the AQF level 9 criteria. This should include milestones, expected outcomes, and how progress will be reported to the committee.

5.3 Revised Workload Formula

Wayne Wobcke presented a revised version of the Workload Formula, which had previously failed to pass. The new proposal included adjustments based on feedback aimed at clarifying various aspects of the formula. A detailed discussion ensued on the need for a clearer and fair workload distribution among faculty.

Questions were raised about the specifics of role definitions, responsibilities of conveners versus casual staff, and how these changes would be implemented and measured.

The committee decided to distribute the revised formula to the school for further discussion and feedback before proceeding to a vote.

Key points from the discussion included:

   a) Role Revisions: Wayne clarified that the definitions and responsibilities for the convener roles were revised to comply with the new enterprise agreement, ensuring that conveners are ongoing or fixed-term staff.
   b) Decentralisation of Responsibilities: Responsibilities are being decentralised to distribute workload more effectively and empower junior or casual staff. This point was highlighted by John Shepherd during the discussion.
   c) Process for Voting and Decision-Making: Wayne Wobcke mentioned that the faculty APC is implementing a new voting system to streamline the voting process and improve efficiency. This system aims to allow for easier tracking of votes and ensures broad participation, even if members are not physically present at the meeting.
   d) Special Considerations Process: There were efforts mentioned to streamline the Special Considerations process to reduce administrative overhead and clarify responsibilities. This point was discussed with the aim of making the process more efficient for both faculty and students.

Document Reference: For a detailed view of the proposed adjustments and the complete Workload Formula, please refer to the document linked in the agenda.

5.4 Cyber Security Program Development:

Salil Kanhere reported on the ongoing efforts to establish a Cyber Security degree. Discussions with *UNSW Canberra* had occurred to align the programs between the two campuses. The committee noted the progress and the strategy to ensure compatibility and avoid overlap with existing courses at both locations.

5.5 UNSW Online:

Rahat Masood and Raymond Wong reported on UNSW Online's progress, highlighting new online courses, platform improvements, and strategies for enhancing student engagement and satisfaction. They discussed integrating advanced learning technologies and upcoming initiatives to expand online programs. The focus is on ensuring online education quality meets or exceeds traditional standards, with ongoing collaborations to create interdisciplinary courses. The committee emphasized the need to monitor student engagement and satisfaction, required regular updates on course development, and suggested implementing feedback mechanisms to improve the learning experience.

5.6 Advanced Disciplinary Knowledge (ADK) Courses:

The discussion centred around the imperative for Masters programs to incorporate a substantial number of ADK courses in order to fulfil AQF Level 9 criteria. Eric Martin highlighted the necessity for this inclusion, underscoring its significance in upholding the standards of a genuine Masters degree. The existing list of ADK courses, engaging in deliberations aimed at ensuring these courses effectively expose students to research, thus aligning with the rigorous requirements expected at this academic level.

Action: Participants to review the list of ADK courses and provide feedback on course inclusion and alignment with AQF Level 9 criteria.

Further discussions to be held to align ADK course requirements with program objectives and external standards.

Document Reference: For a detailed view of the Advanced Disciplinary Knowledge (ADK) Courses, please refer to the document linked in the agenda.

6. ITEMS FOR NOTING

7. GENERAL BUSINESS

Future meeting dates and agenda items were noted for confirmation, focusing on course revisions and project management integration.

Day	Date	Time	Location
Friday	14-Jun	12 – 2 pm	TBA

Wednesday	19-Jul	12 – 2 pm	TBA
Friday	7-Aug	12 – 2 pm	TBA
Wednesday	13-Sep	12 – 2 pm	TBA
Friday	11-Oct	12 – 2 pm	TBA
Wednesday	20-Nov	12 – 2 pm	TBA

The meeting was adjourned at **1:41 pm**

DR JOHN SHEPHERD
Chair