

## School of Computer Science and Engineering Education Committee Meeting

Minutes of the meeting held on Friday, 19 July 2024

### PRESENT:

John Shepherd (Chair)  
Aditya Joshi  
Alan Blair  
Angela Finlayson  
Andrew Taylor  
Arcot Sowmya  
Armin Chitizadeh  
Basem Suleiman  
Chun Tung Chou  
Fethi Rabhi  
Hammond Pearce  
Hao Xue  
Jake Renzella  
Kristian Mansfield  
Michael Bain  
Michael Thielscher  
Nicholas George  
Aditya Joshi  
Imran Razzak  
Gustavo Batista  
Jiaojiao Jiang  
Katie Clinch  
Sebastianus Kandi (Secretary)  
Shiling Wu  
Victoria Jenkins

Oliver Diessel  
Paul Hunter  
Raymond Louie  
Raveen de Silva  
Richard Buckland  
Salil Kanhere  
Sara Ballouz  
Sasha Vassar  
Sebastian Sequoiah-Grayson  
Shikha Mishra  
Sonit Singh  
Sushmita Ruj  
Tina Tuomikoski  
Wayne Wobcke  
Yuekang Li  
Zhengyi Yang  
  
Maria Kim  
Raymond Wong  
Sanjay Jha  
Yuchao Jiang

### APOLOGIES:

### IN ATTENDANCE:

## 1. OPENING OF MEETING

The Chair opened the meeting at 12:10 pm.

## 2. CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 24 April 2024 were confirmed with the following amendments:

- a. Correction to item 4.1: The committee doesn't need to vote on which small courses to be deactivated.

## 3. REVIEW OF ACTION SHEET

### Item 19: Taskforce to align the CSE Masters curriculum with AQF level 9 criteria

Ongoing.

### Item 21: The necessity for second supplementary exams

Andrew to follow up with Jayashree to confirm whether CSE needs to comply with UNSW policy because of academics leaves period, students demographics, and system difficulties.

### Item 22: University Policy for students' audit request

No deadline but request should go through special consideration portal. Victoria will discuss this with Jas and Andrew.

### Item 23: Course proposal for a new course on the software engineering of machine learning systems

Ongoing, Wayne asked Jake to check with the Software Engineering project review group.

**Item 24: Establish teaching clusters to better manage allocation of courses and workload**

Ongoing and will contact academics in near future.

**Item 25: COMP9517 offering in 2025.**

Will be offered three times.

## 4. ITEMS FOR DECISION

### 4.1. Cyber Security Program: Specialisation, Honours

Richard updated the committee that the Bachelor of Cyber Security (Sydney) – Program 3777 has been approved with minimal specialisation to make it available for 2025. He showed the committee various specialisations available for the program. The program will also be kept "in alignment" with the Canberra program via a Cyber Program Quality and Alignment Committee. Sowmya suggested the committee member to be based on position for future transparency.

**Action item:**

*Richard will follow up with Merlin to clarify the Committee membership and any details about it.*

### 4.2. Online Cyber Security Program

The changes to the admission criteria have been approved to allow more students into the courses.

### 4.3. 2025 CSE course offering

The chair presented the draft plan for the 2025 course offering and will meet with Andrew and Wayne to finalise the list.

**Document Reference:** [2025 course offering DRAFT](#)

**Resolution:**

*Academics will contact the chair, Andrew, or Wayne if they need to discuss their course offerings.*

### 4.3a 2025 Term Planning

The TSAs informed the committee about the T1 2025 Term Planning deadline as well as addressing issues with lecture times suitability. In order to avoid this issue in the future, the TSA hope academics complete the term planning form and the restricted availability form in time because as the schools grows, spaces are getting limited thus it will be very difficult to make last minute adjustment.

The TSA also informed the committee that from T3, the TSAs guarantee any CASTLE variations submitted and approved before Monday 9 am deadline week, will be entered and available in the following week pay.

**Resolution:**

*TSA will remind academics to submit the restricted availability form three times per year and contact academics who submitted the form in the previous year.*

## 5. ITEMS FOR DISCUSSION

### 5.1. Maths in the CSE Curriculum

Raveen briefed the relevance of first-year mathematics courses to later engineering courses, indicating a need to advise on essential math content for CSE students and whether a specific MATH course is required for CSE students.

**Resolution:**

*Discussion to continue in the next meeting.*



## **5.2 Statements on use of AI in Courses**

Topic will be discussed in the next Education Committee meeting.

## **5.3 2025 Enrolment Caps**

Topic will be discussed in the next Education Committee meeting.

## **5.4 Software Eng Specialisation in MI**

Topic will be discussed in the next Education Committee meeting.

## **5.5 Scholarship Criteria**

Topic will be discussed in the next Education Committee meeting.

## **5.6 Course Titles**

Topic will be discussed in the next Education Committee meeting.

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

### **6.1. Report(s) from Committees outside CSE**

No report provided

### **6.2. Report Cyber Security Programs Working Group.**

No report provided

### **6.3. Report on UNSW Online**

No report provided

### **6.4. Report on Workload Committee/Formula**

No report provided

## **7. ANY OTHER BUSINESS**

The meeting was closed at 2 pm due to time and room constraints. Undiscussed topics will be discussed in the next Education Committee meeting.

**DR JOHN SHEPHERD**

**Chair**

