

School of Computer Science and Engineering
Education Committee Meeting - DRAFT

Minutes of the meeting held on Wednesday 7 August 2024

PRESENT:

John Shepherd (chair)	Oliver Diessel
Aditya Joshi	Paul Hunter
Alan Blair	Rachid Hamadi
Andrew Taylor	Raveen de Silva
Angela Finlayson	Raymond Louie
Arash Shaghghi	Salil Kanhere
Arcot Sowmya	Sara Ballouz
Armin Chitizadeh	Sasha Vassar
Basem Suleiman	Sebastian Sequoiah-Grayson
Chun Tung Chou	Sebastianus Kandi
Eric Martin	Serge Gaspers
Hammond Pearce	Shiling Wu
Hao Xue	Shikha Mishra
Jake Renzella	Sonit Singh
Katie Clinch	Tina Tuomikoski
Maria Kim	Victoria Jenkins
Michael Thielscher	Yuchao Jiang
Mohsen Kakavand	Yuekang Li
Nadeem Ahmed	Zhengyi Yang
Nicholas George	

APOLOGIES:

Flora Salim, Shivika Narang, Jiaojiao Jiang, Claude Sammut, Wayne Wobcke, Carroll Morgan, Jingling Xue.

1. OPENING OF MEETING

The Chair opened the meeting at 12.05 pm.

2. CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 19 July 2024 were confirmed.

3. REVIEW OF ACTION SHEET

The Committee discussed open action items from the meeting held on 7 August 2024.

4. ITEMS FOR DECISION

- **4.1 Course Offerings and Teaching Assignments:** HoS and DHoS discussed the need to finalize course offerings and teaching assignments, particularly for 9517, within the next two weeks.
 - **Course Offerings:** The urgency of finalizing course offerings, with a specific focus on the course 9517, highlighting the critical two-week deadline for completion.
 - **Teaching Assignments:** The discussion also covered the necessity of assigning lecturers to the course, considering the potential for running it three times and the availability of qualified instructors.

- **Course Planning:** John mentioned the importance of establishing teaching clusters and sorting out course offerings, indicating ongoing efforts in organizing the academic schedule.

5. ITEMS FOR DISCUSSION

- **5.1 Machine Learning Engineering Course Proposal:** The new machine learning engineering course proposal, highlighting the need for further discussions with machine learning lecturers and ensuring at least two people can teach the course.
 - **Course Proposal:** Jake presented the new machine learning engineering course proposal, with Arcot expressing support in principle but emphasizing the need for clear planning and discussions with current machine learning lecturers to avoid overlap and ensure course continuity.
 - **Lecturer Availability:** HoS raised concerns about the availability of lecturers for the new course, particularly the impact on first-year teaching and the necessity of having a backup lecturer in place.
 - **Course Alignment:** Jake agreed to reach out to relevant lecturers for discussions to ensure the new course aligns with existing machine learning courses and the software engineering review.
- **5.2 AI in Education:** DHoS and HoS discussed the importance of teaching practical challenges of dealing with real data in machine learning, aligning with the Industry Advisory Board's views.
 - **Practical Challenges:** HoS highlighted the Industry Advisory Board's perspective on the importance of teaching students the practical aspects of handling real-world data, which often involves significant preprocessing before applying machine learning techniques.
 - **Course Relevance:** DHoS and HoS acknowledged the relevance of the proposed machine learning engineering course in addressing the gap identified by the software engineering review, indicating its potential value to the curriculum.
- **5.3 Supplementary Exams:** DHoS and HoS discussed the challenges of scheduling supplementary exams in early January, considering the impact on international students and staff availability.
 - **Exam Scheduling:** DHoS and HoS deliberated on the difficulties of scheduling supplementary exams during the early January period, taking into account the travel constraints of international students and the leave schedules of academic staff.
 - **Student Concerns:** The discussion addressed the concerns of international students who travel home after exams in December and the impracticality of expecting them to return for supplementary exams in early January.
 - **Staff Availability:** DHoS pointed out the challenge of ensuring staff availability during the supplementary exam period, given that many academics take leave after the Christmas closure.
- **5.4 Use of AI in Coursework:** DHoS raised concerns about the university's requirement for courses to specify acceptable uses of AI, suggesting the need for tailored statements for each course.
 - **AI Usage Policy:** DHoS expressed concerns regarding the university's mandate for courses to define acceptable uses of AI, emphasizing the necessity for individualized statements to reflect the unique requirements of each course.
 - **Course Specificity:** The discussion highlighted the need for course-specific guidelines on AI usage, acknowledging the diverse applications and implications of AI across different courses and assessments.



- **5.5 Course Title Changes:** DHoS discussed proposed changes to course titles to better reflect course content, with decisions made to reject some changes and consider others.
 - **Title Relevance:** DHoS addressed the need for course titles to accurately represent the content taught within the courses, leading to the rejection of some proposed changes and consideration of others to ensure clarity for students.
 - **Decision Process:** The decision-making process involved evaluating the appropriateness of current course titles and the potential benefits of proposed changes, with input from various stakeholders.

6. ITEMS FOR NOTING AND INFORMATION

- **Course Proposal:** Proceed with the proposal for 9920 and consult with GSOE 9820 lecturer for potential overlap and exclusions (Seb)
- **AI Use in Courses:** Draft standard statements for acceptable AI use in courses, considering different assessment types (Revine)
- **Enrollment Caps:** Investigate and report on the impact of federal government caps on international student enrollments (Andrew)
- **Course Titles:** Review and propose updates to course titles for 9024, 9315, and potentially other courses to better reflect course content (Paul)
- **Exam Scan:** Identify a course with under 100 students for a soft launch of the Exam Scan system (John)

7. The meeting closed at 2:00 pm.

JOHN SHEPHERD
Chair

