

**School of Computer Science and Engineering
Education Committee Meeting**

Minutes of the meeting held on Friday, 11 October 2024

PRESENT:	John Shepherd (Chair)	Nicholas George
	Aditya Joshi	Oliver Diessel
	Alan Blair	Paul Hunter
	Alison Beavis	Raymond Louie
	Angela Finlayson	Raymond Wong
	Andrew Taylor	Raveen de Silva
	Ashesh Mahidadia	Rachid Hamadi
	Arcot Sowmya	Rahat Masood
	Basem Suleiman	Sara Ballouz
	Chun Tung Chou	Sasha Vassar
	Eric Martin	Sonit Singh
	Hammond Pearce	Sushmita Ruj
	Gustavo Batista	Tina Tuomikoski
	Jake Renzella	Wayne Wobcke
	Jewel Choi	Yuchao Jiang
	Katie Clinch	Yuekang Li
	Kristian Mansfield	Zhengyi Yang
	Michael Thielscher	

APOLOGIES: Maria Kim

IN ATTENDANCE: Sebastianus Kandi (Secretary)

1. OPENING OF MEETING

The Chair opened the meeting at 13:42 pm.

2. CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 13 September 2024 were confirmed.

3. REVIEW OF ACTION SHEET

Item 18: Working group to search software project management

Ongoing.

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

Ongoing.

Item 21: The necessity for second supplementary exams

Closed - CSE can run the practical supplementary exam on Friday the week before O-week this time but will follow the rules in 2026.

Update: we are now required to run prac supp exams on Tuesday January 21

Item 22: University Policy for students' audit request

Closed

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

Jake has spoken with different academics and Sowmya will approve the ECLIPS ATP

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

Completed

4. THINGS TO REMEMBER

The chair reminded everyone to:

- Process Review of Results requests within 7 days
- Review the 2025 T1 assessments in ECLIPS
- Submit term planning information when asked by the TSOs
- The Faculty suggested to run assessment planning constantly every term

5. ITEMS FOR DECISION

5.1. Combined Program with HUST

The Chair introduced the proposed combined program with HUST to the committee.

Jake explained to the committee that the HUST course outlines were reviewed to determine the recognised prior learning that these students will get after completing the first two years of the program. These two years are equivalent to the first year of UNSW 3779 program. The program is completely offshore and staff will go to China to teach. Alison Beavis representing transnational education further elaborated that this program is a pilot with more aspects still to be discussed, including the academic calendar and delivery model. The Head of School commented that this can be a strategic decision for those students to do joint research or come to Australia and do research program at CSE.

The committee members raised some concerns as below:

- **The research component in the program**
Any research connection with Chinese university can be judged negatively in Australia and it's very hard to enforce its applications which can impact UNSW and CSE. Alison explained that there are strict regulations with layers of approval to approve a global partner for UNSW Universities.
- **The due diligence process**
The Head of School asked Alison to check the due diligence process because the initial intention was only with the Faculty of Medicine.
- **Academic calendar used**
Alison presented the committee with the proposed academic calendar used (hexamester). The committee raised potential issues on staffing and other administration processes. Registrar and student services also voiced their concerns with the chosen calendar.
- **Accreditation**
Question raised to make sure that there will be no issue with accreditation.
- **Thesis**
Administratively difficult with the current calendar and course to accommodate this calendar. Supervision of thesis students will also very difficult.
- **Staff and other resources required**
The committee raised concerns about resources required to run the program offshore, including tutor hiring. Alison commented that the chief financial officer ensured schools will get the resources needed to run the program.

Action item:

Alison to provide further clarification about the due diligence process.

Alison will do the ECLIPS entries for the ATP meeting.



5.2. Workload and Course Offerings 2025

The T1 2025 initial list is ready with the same 2024 workload formula. Some areas are yet to be finalised due to new staff hiring and also exploring co-sharing as an alternative.

The Head of School provided a brief update about the discussion to change the two DESN courses based on the challenges experienced by CSE academics with the two DESN courses.

Action item: Wayne to provide longer time for academics to look and comment on the workload formula before the School Board meeting.

5.3. New Course: No-Code AI

Ashesh presented the details of a new course to the committee.

Resolution:

The committee approved the new course to proceed.

6. ITEMS FOR NOTING AND INFORMATION

6.1. Report(s) from Committees outside CSE

APC – Discussion about credit to be given for Industrial Training

Accreditation – Request to provide information for relevant professional bodies

6.2. Report Cyber Security Programs Working Group.

No report provided

6.3. Report on UNSW Online

Faculty suggested to have a program review in 2025 and Rahat has sent the board member draft for approval from Jas and Sowmya. Raymond added that from Hexa 2, they will also use Unihire.

Action item

John Shepherd to review the conflict of interest of one of the proposed panel members.

6.4. Report on Workload Committee/Formula

No report provided

7. ANY OTHER BUSINESS

Nil

The meeting was closed at 15:30 pm.

DR JOHN SHEPHERD
Chair

