



School of Computer Science and Engineering Education Committee Meeting

Date: 27 November, 12pm - 2pm

Time: 12:00 pm - 2:00 pm

Location: Virtual Meeting via Teams

PRESENT:

John Shepherd (Chair)
Aditya Joshi
Alan Blair
Alison Beavis
Angela Finlayson
Andrew Taylor
Ashesh Mahidadia
Arcot Sowmya
Basem Suleiman
Eric Martin
Hammond Pearce
Gustavo Batista
Katie Clinch
Kristian Mansfield
Michael Thielscher
Nicholas George
Oliver Diessel

Paul Hunter
Raymond Louie
Raymond Wong
Raveen De Silva
Rachid Hamadi
Rahat Masood
Sara Ballouz
Sasha Vassar
Sonit Singh
Sushmita Ruj
Tina Tuomikoski
Wayne Wobcke
Yuchao Jiang
Yuekang Li
Zhengyi Yang

APOLIGISE:

Jake Ranzella, Wayne Wobcke, Chun Tung Chou

IN ATTENDANCE:

Sebastianus Kandi
Maria Kim
Jewel Choi
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 of the previous meeting held on 11 October 2024 were confirmed.

3. REVIEW OF ACTION SHEET

Item 24: Teaching Clusters

Arcot Sowmya provided an update on teaching clusters. She emphasised the need for academic staff to take teaching clusters seriously, as several courses require revision due to significant overlap in content. Wayne is currently engaging with staff to address these issues.

Action Item: Staff are encouraged to contact Wayne for further clarification on teaching clusters and course revisions.

4. ITEMS FOR DISCUSSION

4.1 The Chair reminded everyone to:

- Review and update assessment weightings in ECLIPS for Term 1 2025 courses.
- Submit term planning information promptly when requested by the TSOs.
- Ensure exam planning is communicated well in advance, especially for centrally handled exams.

4.2 Academic Roles and Responsibilities

John Shepherd raised the question of whether academic advising and specialisation lead roles should be separated. Currently, program directors handle both roles, but there was discussion on whether this should be revised, particularly for larger programs like Computer Science and MIT.

Resolution: The committee agreed to gather feedback from deputy directors and program directors on the current structure before making any changes.

4.3 Ethics and Honours Coordination

Bruno Gaeta suggested the need for a centralised thesis coordinator to handle ethics applications and thesis-related issues across programs.

Resolution: The committee agreed to explore the possibility of appointing a thesis coordinator to streamline ethics submissions and provide guidance to students and supervisors.

5. ITEMS FOR NOTING

5.1 Accreditation Timeline

John Shepherd outlined the timeline for accreditation preparation, emphasizing the need to start data collection in early 2025. The faculty will provide templates for CVs and other documentation to assist staff in preparing for the accreditation process.

5.2 Cybersecurity Program Review



The cybersecurity program is undergoing an academic program review, which is similar to a mini accreditation. External and internal reviewers will assess the program's structure, governance, and quality control.

5.3 Workload Formula Update

Arcot Sowmya provided an update on the workload formula, which has been revised based on feedback from staff. Wayne will present the updated policy at the upcoming school meeting and seek approval.

Action Item: Staff are encouraged to review the updated workload policy and participate in the vote during the school meeting.

5.4 New Course Proposals

John Shepherd reminded the committee that proposals for new courses in 2026 must be submitted by June 2025 to allow sufficient time for approval and inclusion in the handbook.

6. GENERAL BUSINESS

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

Date	Time	Location
Friday, 14 February 2025	12:00 PM – 2:00 PM	Online
Friday, 14 March 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113
Wednesday, 23 April 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113
Friday, 23 May 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113
Friday, 20 June 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113
Friday, 1 August 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113
Friday, 12 September 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113
Friday, 17 October 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113
Friday, 21 November 2025	12:00 PM – 2:00 PM	Kens K17 Lv1 113

The meeting was adjourned at **1:51 pm**

DR JOHN SHEPHERD

Chair



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