

School of Computer Science and Engineering

Education Committee Meeting

Date: Wednesday, 23 April 2025

Time: 12:00 PM to 2:00 PM

Location: Hybrid format – Virtual via Microsoft Teams and in person at K17, Room 113.

ACADEMIC STAFF IN ATTENDANCE

Alan Blair
Andrew Taylor
Arcot Sowmya
Arash Shaghaghi
Ashesh Mahidadia
Basem Suleiman
Benjamin Tag
Bruno Gaeta
Chun Tung Chou
Eric Martin
Fethi Rabhi

Hammond Pearce
Hasindu
Gamaarachchi
Kristian Mansfield
Michael Thielscher
Oliver Diessel
Paul Hunter
Rachid Hamadi
Raveen De Silva
Raymond Louie
Salil Kanhere

Sara Ballouz
Sasha Vassar
Sebastian Sequoiah-Grayson
Serge Gaspers
Sushmita Ruj
Thomas Sewell
Wayne Wobcke
(CHAIR)
Yuchao Jiang
Yulei Sui

APOLOGIES

Angela Finlayson
Claude Sammut
Flora Salim
Jake Renzella
John Shepherd
Nicholas George
Maria Kim

Francisco Cruz
Naranjo
Gelareh Mohammadi
Gernot Heiser
Gustavo Batista
Hao Xue
Haris Aziz
Helen Paik
Hui Guo
Jesse Laeuchli
Jiaojiao Jiang
Jingling Xue
Katie Clinch
Kevin Elphinstone
Mahbub Hassan
Michael Bain

Michael Johnson
Nadine Marcus
Rahat Masood
Raymond Wong
Richard Buckland
Ron van der Meyden
Sanjay Jha
Sonit Singh
Toby Walsh
Wen Hu
Wenjie Zhang
Xiaoyang Wang
Xin Cao
Yang Song
Yuekang Li
Zhengyi Yang

NO RESPONSE

Aditya Joshi
Aleksandar Ignjatovic
Ali Darejeh
Dong Gong
Dong Wen
Erik Meijering

ATTENDEES (OBSERVERS, GUESTS, PROFESSIONAL STAFF, ETC.)

Belinda Sua (Guest, Associate Director,
Academic Engagement - HCASS)
Nada Stanojlovic (Guest, Associate
Director, Academic Engagement –
STEM)
Ellie Williams
Jewel Choi
Sebastianus Kandi

Tina Tuomikoski
Victoria Jenkins **(Secretary)**

1. OPENING OF MEETING

The Chair opened the meeting at 12:05 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

A correction was noted that COMP4920 was only one example of a competency grading scheme trialled across UNSW. The amended minutes from 14 March 2025 were moved by Sara, seconded by Bruno, and approved with 13 votes in favour.

3. REVIEW OF ACTION SHEET

3.1. Education Committee Terms of Reference

The committee approved the revised Terms of Reference, updating the composition to 22 members and up to two coursework students. The changes include the addition of the Director of Studies for Cyber Security and a revision to the number of research discipline representatives. The committee recommends the revised Terms of Reference to the School Board for endorsement.

3.2. Academic Program Monitoring

The committee noted concerns raised at the Faculty Education Committee meeting regarding the Academic Program Monitoring process. Feedback will be conveyed to the DVC Academic Quality, and no action is currently required from the school.

3.3. Lifelong Learning Audit (Arash Shaghaghi)

The meeting discussed the role of course custodians in maintaining consistency in online offerings. Staff were reminded not to engage in Lifelong Learning work without Head of School approval. Concerns were raised regarding intellectual property, delivery responsibility, and contract implications.

3.4. MIT (8453) AQF Compliance (Basem Suleiman, Eric Martin, Alan Blair)

The meeting discussed a proposal to revise COMP9900 to align with AQF requirements for research exposure. The revised course would carry 12 units of credit, involve group-based research and development projects, and run over one or two terms with structured milestones and supervisor engagement. This change aims to ensure that all students have exposure to at least 18 units of research-focused learning. Consideration was given to existing postgraduate research project courses and how these may be streamlined or merged. The committee also noted the need to balance AQF compliance with ACS accreditation requirements, particularly in relation to industry-linked capstone projects.

3.5. CSG Access to ELS System (Jake Renzella)

This item was deferred as Jake Renzella was an apology.



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4. ITEMS FOR DECISION

4.1. Library Curriculum Support (Nada Stanojlovic)

Nada Stanojlovic, Associate Director, Academic Engagement (STEM), presented UNSW Library's academic support services, including course resource systems, AI-related workshops, and open access materials. Staff were encouraged to connect with outreach librarians to support course design and improve student engagement with learning resources.

4.2. Outstanding Review of Results Requests

Staff were asked to action unresolved review of results requests from Term 3, 2024.

4.3. MPhil Specialisation in Engineering Entrepreneurship

This MPhil specialisation allows students to substitute two discipline-specific courses with business-themed subjects while maintaining a research thesis requirement. Oversight of the specialisation has been referred to the Research Committee.

4.4. Engineering Standards for ECLIPS Course Proposals

All proposals must be reviewed by the DHoS before Faculty submission. CLOs must avoid "understand" and instead use action verbs such as "explain" or "identify." Delivery modes must be listed as "In Person," "Fully Online," or both – "Multimodal" is not accepted. Terms like "weekly" and word counts should be marked in CLOs as "approximate". CLO updates are considered major changes and must be submitted by 2 May for Term 2.

4.5. 4.5 Engineering Standards for Group Work Assessments

The meeting discussed proposed group work assessment standards under consideration at Faculty level, including a model where 50% of marks reflect individual process contributions. Concerns were raised about overemphasis on reflective writing and the potential for inequity if students contribute little to group outcomes. The meeting advocated for flexibility to maintain discipline-appropriate assessment models.

4.6. Prerequisite Waiver Policy

The meeting agreed that prerequisite waivers should be managed case-by-case by convenors. Concerns were raised about waiver requests from students who failed prerequisites and the impact of over-enrolment on prioritisation.

4.7. Defence Goods and Trade Export Control

Staff are reminded to notify RECS if any course content might fall under the Defence Trade Controls Act (e.g. cybersecurity material not sourced from public textbooks). Caution should be exercised when using non-public or research-based material in coursework.

4.8. Bioinformatics Program Review (Sara Ballouz)

Sara Ballouz advised of an upcoming review of the Bioinformatics program. Coordination with both Engineering and Science will be required due to joint course dependencies.

4.9. Academic Calendar Implications

UNSW will shift to a 13-week semester model in 2028. Key challenges flagged include larger enrolments, the need for course coordination, staffing limitations, and timing adjustments across all academic processes. Staff were encouraged to provide suggestions in further meetings to support the transition.



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5. REPORTS

5.1. Faculty Education Committee

- a) UNSW Canberra proposed a new online Masters in Digital Engineering.
- b) Schools now have discretion over which courses undergo review.
- c) Academic Program Monitoring is paused due to unreliable data; feedback will be sent to the DVC Academic Quality.
- d) An open call for major education equipment requests was issued; submit to the Deputy Dean (Education).
- e) ECLIPS Term 2 deadlines:
 - 2 May for major changes
 - 5 May for minor changes
- f) Proposals must follow ECLIPS standards and include tracked changes; email to Wayne Wobcke when the proposal is ready to be submitted.
- g) All new course and program revisions were approved.
- h) A joint accreditation visit by ACS is confirmed; coordination is ongoing with Engineers Australia.

5.2. Workload Committee

- a) Students will now enrol in DESN1000 streams linked to their degree.
- b) Options are being explored to reduce workload tied to timesheet approvals.
- c) Lecturer is still needed for COMP1521 in Term 3.

5.3. Accreditation (Sara Ballouz)

There was no update required at this meeting as the accreditation process has been temporarily paused.

5.4. OTHER SCHOOL/UNIVERSITY COMMITTEES

No reports were received or tabled.

6. GENERAL BUSINESS

Future meeting dates and agenda items were noted for confirmation, focusing on course revisions and faculty timelines.

Day	Date	Time	Location
Friday	23 May 2025	12 – 2 pm	Hybrid – Microsoft Teams and K17, Room 113
Friday	20 June 2025	12 – 2 pm	Hybrid – Microsoft Teams and K17, Room 113
Friday	1 August 2025	12 – 2 pm	Hybrid – Microsoft Teams and K17, Room 113
Friday	12 September 2025	12 – 2 pm	Hybrid – Microsoft Teams and K17, Room 113
Friday	17 October 2025	12 – 2 pm	Hybrid – Microsoft Teams and K17, Room 113
Friday	21 November 2025	12 – 2 pm	Hybrid – Microsoft Teams and K17, Room 113

The meeting was adjourned at 1:45 pm.

DR WAYNE WOBCKE

Chair



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