School of Computer Science and Engineering
Education Committee Meeting

Date: Friday, 23 May 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

Aditya Joshi	Jewel Choi	Sebastian Sequoiah-Grayson
Alan Blair	Michael Bain	Sebastianus Kandi
Andrew Taylor	Michael Johnson	Serge Gaspers
Arash Shaghaghi	Michael Thielscher	Sonit Singh
Ashesh Mahidadia	Nicholas George	Sushmita Ruj
Basem Suleiman	Oliver Diessel	Thomas Sewell
Chun Tung Chou	Paul Hunter	Tina Tuomikoski
Eric Martin	Rachid Hamadi	Victoria Jenkins
Flora Salim	Raveen De Silva	Wayne Wobcke
Francisco Cruz Naranjo	Raymond Louie	Wen Hu
Gustavo Batista	Salil Kanhere	Yuchao Jiang
Jake Renzella	Sara Ballouz	Yuekang Li
Jesse Laeuchli	Sasha Vassar	Yulei Su

APOLOGIES

NO RESPONSE

Aleksandar Ignjatovic	Hammond Pearce	Maria Kim
Ali Darejeh	Hao Xue	Nadine Marcus
Angela Finlayson	Haris Aziz	Rahat Masood
Arcot Sowmya	Helen Paik	Raymond Wong
Benjamin Tag	Hui Guo	Richard Buckland
Bruno Gaeta	Jiaojiao Jiang	Ron Van der Meyden
Claude Sammut	Jingling Xue	Sanjay Jha
Dong Gong	John Shepherd	Wenjie Zhang
Ellie Williams	Katie Clinch	Xiaoyang Wang
Erik Meijering	Kevin Elphinstone	Xin Cao
Fethi Rabhi	Kristian Mansfield	Yang Song
Gelareh Mohammadi	Maggie LE	Zhengyi Yang
Gernot Heiser	Mahbub Hassan	

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

Ellie Williams	Tina Tuomikoski
Jewel Choi	Victoria Jenkins
Sebastianus Kandi **(Secretary)**	

1. OPENING OF MEETING

The Chair opened the meeting at 12:05 pm.

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 committee approved the minutes from the previous meeting.

3. REVIEW OF ACTION SHEET

3.1. Lifelong learning Audit

Arash provided an update on the lifelong learning audit, mentioning progress with data collection from UNSW Online and Keypath. upcoming interviews with graduates, current students, and dropouts. Rahat is leading the review for the Master of Cyber programme which includes interviewing graduates, students, and dropouts to gather more information.

3.2. CSG access to ELS system

Jake and Andrew discussed the transparency of Els data access by CSG, confirming that UNSW Central IT now understands how CSG collects ELS data and the issue has been resolved.

4. ITEMS FOR DECISION

4.1. Course Outlines for Term 2 in ECOS

The chair reminded the meeting to Check ECOS course outlines by **May 26** (Monday Term 2, Week 0) and ensure that any hurdle requirements are included in ECOS, as the "Requirements to pass the course" field in ECLIPS is **not** transferred to ECOS. He also reminded that the committee to choose "no" for the short extension option to avoid numerous extension requests via email.

4.2. Prerequisite Waiver Request

The chair reminded the meeting that the student hub will send the requests directly to academics and to reply quickly.

4.3. Review of Results Requests

The chair informed the committee that any request without a valid or reasonable reasons can be declined with the below template, but must be handled within 20 days. Students are reminded that they must state a reason to justify the reassessment and provide evidence.

According to UNSW policy:

*You **must** state the reason you believe your mark is not correct to justify your request for a reassessment and provide evidence, such as reference to the marking rubric, where appropriate.* **If you do not supply sufficient reasons and evidence, the Course Authority may decline to take action.**

As such, this submission has been rejected.

You may resubmit your Review of Results request, and it will be reassessed if it meets the criteria.

4.4. Mark Distributions

The Chair reminded the meeting to follow the UNSW/CSE standard practice for grade distributions. If assignment grade distributions are too high, course convenors are likely to receive many review of results requests from students whose exam performance is not in line with assessment marks.

4.5. AI Tools and Academic Integrity

Thomas Sewell raised concerns about the use of AI tools by students to cheat on assignments and exams. He suggested the need for countermeasures, including having access to AI licences to test assignment questions.

4.6. Security on Class Account

Andrew Taylor informed the meeting various steps taken to improve the security of class accounts, including the removal of the authorised keys file and asked anyone that still require this feature to contact him so he can provide alternative arrangement. Andrew also mentioned the compromised SSH key will be removed and blacklisted. He also mentioned the possibility to blocking the class accounts at the boundary, removing users to be on campus physically to use the key.

4.7. Course Forum for Term 2 – Ed or Discourse

Andrew reminded the meeting to stop using Ed due to the high cost to the school. Alternative method using locally run discourse has been trialled since summer and T1 and will be use for all courses in T2 except a few small courses.

4.8. Timesheet Approval Process

For all courses, only the convenor (or in special circumstances, a delegate of the convenor **agreed in advance**) can approve timesheets. Please take note if you are applying for leave: you will need to arrange for someone to approve your timesheets.

For courses with 9 or more casual staff, matching of timesheets with CASTLE will be done by professional staff. **To give more time for this task, please ask all casual staff to submit their timesheet for the previous fortnight by Monday 5pm** (not the Wednesday deadline). This will give time for the timesheets to be approved by Friday of that week. For courses with fewer than 9 casual staff, the convenor (or delegate) should check that the timesheet matches with CASTLE.

The timesheet should be exactly the same as on CASTLE but may vary from the SoD (Statement of Duties). Pay special attention to weeks with public holidays, e.g. Term 2, Week 2 with King's Birthday where no classes will be held on Monday.

[Following the meeting: The PIMS reports needed for TSAs to match timesheets against CASTLE was not available for approvals in Term 2, Week 1. TSAs should be able to help in future.]

4.9. Comprehensive Course Review Pilot (Sasha Vassar)

Sasha provided details about the comprehensive course review pilot, which involves reviewing a course with an education developer to suggest improvements in learning outcomes, rubrics, assessment instructions, and feedback strategies. The course convener will be involved for at least one hour a week for the duration of the review, which is expected to last up to eight weeks. The review will result in a course development plan that outlines the suggested improvements and changes to be implemented.

4.10. Academic Program Review – Master of Cyber Security (Rahat Masood)

Postponed to next meeting but the chair provided a generic information that it will involve panels to visit and talk about the courses from various angles and factors.

4.11. Proposed Course Revision – Knowledge Representation and Reasoning (Haris Aziz)

Postponed to next meeting

4.12. Proposed Theory Specialization in B Adv Comp Sc Hons (Raveen de Silva)

Raveen proposed a theory specialisation for the Advanced Computer Science degree, highlighting the benefits of raising awareness of theoretical computer science and providing pathways for students interested in research. The proposed specialisation includes a core course (COMP2111) and a selection of prescribed electives from a list of eight to ten courses. The benefits of the specialisation, including attracting students to research groups and providing a structured pathway for those interested in theoretical computer science. The chair reminded the meeting that the proposal earliest implementation will be in 2027 and COMP2111 continuity is unknown currently.

4.13. Revision of Courses Name

The revision was originally proposed for clarity and the meeting discussed the proposal. Further discussion with course lecturers is needed for COMP4418, COMP6771, COMP9417, and COMP9418. The others in the proposal did not require name changes.

4.14. Drone Applications Minor in Engineering Programs

The chair informed the meeting that there is a new minor run by School of Aviation and may be suitable for our students.

5. REPORTS

5.1. Faculty Education Committee

a) New Business School program "AI in Business and Society" (undergrad major and minor). This is a suitable program for a proposed course on No-Code AI. A question was raised whether this should be a minor in our Engineering degrees.
b) ECLIPS deadlines for 2026 course proposals/revisions **11 July 2025** (also needed for any changes to course Name, Career, Prerequisites). Select a 2026 revision.
c) Working group to be established to consider the Maths courses in Engineering degrees, leading up to the change to the semester model in 2028. Volunteers requested.

d) Peer Observation/Review of Teaching Program for Term 2. Anyone interested?
e) Accreditation. Please support TSAs in gathering material: needed for **core** courses at all grade points, not every course, and anonymized. Requirements concerning the amount of material being clarified with Engineers Australia. Visit from EA scheduled for **8–10 July 2026**. ACS visit to be determined.
f) Combined undergrad/postgrad courses. Consideration could be given to merge undergrad and postgrad versions of the same course (e.g. COMP3231/9201 Operating Systems) into one course code. For this example, the combined course could be regarded as AQF 8 and Level 4 despite having a COMP3 code.
g) Please continue to use time-based estimates of indicative workload for assignments or projects. <u>Rough heuristic</u>: an assessment item worth N marks takes N-5 to N hours to complete (per person if a team-based project).

5.2. School Assessment Review Group (SARG)

Numerous courses reported integrity concerns with increased use of AI tools in assignments. Some courses had high numbers of HDs; others (especially those with exam hurdles) high failure rates. COMP1531 will reintroduce an in person invigilated lab exam in Term 2.

5.3. Faculty Assessment Review Group (FARG)

a) Numerous schools reported integrity concerns with increased use of AI tools for in-term assessment. This issue will be discussed at a future FEC. Refer item 4.5.
b) A number of schools reported apathy amongst students towards end of term, affecting exam performance.

5.4. Workload Committee

COMP1521 Computer Systems Fundamentals and ZZEN9215 Reverse Engineering courses requires lecturer.

5.5. Accreditation

No updates but the next meeting is on June 16th

5.6. Other School/University Committees

a) The chair informed the committee about the Humanitarian Engineering Committee meeting, where they divided the available funds. Raveen also asked the committee to contact him if anyone has any idea about incorporating it into courses.

6. GENERAL BUSINESS

Sebastian Sequoiah-Grayson asked the committee whether there should be a warning in a situation where students expected to achieve high mark if they didn't do any mistakes. The chair agreed that there is a problem with this view and students should expect to start from 0 to 100. Sebastian suggested to place this type of information in the course outline to avoid this issue where students expect high mark in their transcript.

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

Day	Date	Time	Location
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 1.57 pm.

DR WAYNE WOBCKE
Chair