

School of Computer Science and Engineering

Education Committee Meeting

Date: Friday, 20 June 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	Hammond Pearce	Raymond Louie
Alan Blair	Haris Aziz	Salil Kanhere
Andrew Taylor	Jake Renzella	Sara Ballouz
Angela Finlayson	John Shepherd	Sasha Vassar
Arash Shaghaghi	Michael Bain	Sebastian Sequoiah-Grayson
Arcot Sowmya	Michael Johnson	Serge Gaspers
Ashesh Mahidadia	Michael Thielscher	Sonit Singh
Basem Suleiman	Nadeem Ahmed	Sushmita Ruj
Benjamin Tag	Oliver Diessel	Thomas Sewell
Chun Tung Chou	Paul Hunter	Wayne Wobcke (Chair)
Eric Martin	Rachid Hamadi	
Fethi Rabhi	Rahat Masood	
Gustavo Batista	Raveen De Silva	

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

Jewel Choi (Secretary)	Maria Kim	Sebastianus Kandi
Maggie Le	Nicholas George	Tina Tuomikoski

APOLOGIES/ NO RESPONSE

Ali Darejeh	Hui Guo	Ron Van der Meyden
Bruno Gaeta	Jesse Laeuchli	Sanjay Jha
Claude Sammut	Jiaojiao Jiang	Victoria Jenkins
Dong Gong	Jingling Xue	Wen Hu
Ellie Williams	Katie Clinch	Wenjie Zhang
Erik Meijering	Kevin Elphinstone	Xiaoyang Wang
Flora Salim	Kristian Mansfield	Xin Cao
Francisco Cruz Naranjo	Mahbub Hassan	Yang Song
Gelareh Mohammadi	Nadine Marcus	Yuchao Jiang
Gernot Heiser	Oliver Diessel	Yuekang Li
Hao Xue	Raymond Wong	Yulei Su
Helen Paik	Richard Buckland	Zhengyi Yang

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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 minutes from the 23 May 2025 meeting were approved (Moved: Eric Martin, Seconded: Sebastian Sequoiah-Grayson).

3. REVIEW OF ACTION SHEET

3.1. Lifelong Learning Audit

Arash Shaghaghi provided an update on the Lifelong Learning Audit, noting that he is in the process of consolidating and validating workload data from various sources. The Head of School and Chair advised proceeding with transferring available data from CASTLE into the spreadsheet without delaying for detailed validation, noting that reasonable approximations (e.g. $\pm 10\%$) are acceptable and can be adjusted later if necessary.

4. ITEMS FOR DECISION

4.1. Timesheet Approval Process

The Associate Head of School provided an update on the myTimesheet approval process.

- 1) Apart from the formal 5pm Tuesday deadline following the two-week pay cycle, casual academics are encouraged to submit their timesheets on a weekly basis, as early submissions allow for easier processing and help prevent underpayment or payment delays.
- 2) The TSOs are expected to generate reports to support convenors in cross-checking between Castle records and timesheets.

4.2. Comprehensive Course Review Pilot

Sasha Vassar reported difficulties engaging with the course selected for review and arranging a meeting. The Chair reminded the committee that the pilot is a new initiative aimed at establishing an efficient review process for 10% of courses annually, with the goal of improving course quality while minimising additional workload.

4.3. Academic Program Review – Master of Cyber Security

- 1) Rahat Masood is currently developing the first section (term of reference) of the self-evaluation report for the online Master of Cyber Security program, with support from UNSW Online and the Faculty. This section focuses on enrolment data, attrition rates, market share, market demand, and admissions criteria. Rahat aims to submit a draft to the Chair and relevant stakeholders for review by the following week.
- 2) The Chair noted that this comprehensive review has a tight timeframe and requires input from students, lecturers, and tutors. The final report will be assessed by an international panel of academic and industry experts in September.

4.4. UNSW College Course Equivalences

Concerns were raised regarding assessment equivalence between CSE and UNSW College courses, possibly due to differences in timetables and updates to course outlines. Jake Renzella emphasised that College courses must align with CSE courses in assessment format and stressed the need for earlier access to College results. A meeting with the College lecturer is being arranged to address these issues.

4.5. BSc (Computer Science) – India

The Head of School provided an update on the proposed joint venture in India. Confirmed information include:

- a) The city and company have not yet been confirmed.
- b) Proposed programs include a three-year BSc in Computer Science (offered by CSE); a Bachelor of Data Science and Decisions (co-delivered by CSE and the School of Mathematics and Statistics); and a Master of Cyber Security (offered by Canberra).
- c) For the BSc in Computer Science, all core courses will be offered; however, offering the full range of electives is not required.
- d) All academic and professional staff recruited in India will be UNSW employees, with a small number of fly-in, fly-out academics also participating.
- e) The academic year will run from August to August and follow a semester-based model.

The action items include:

- a) Submit the BSc Computer Science program for approval at the July CSE Education Committee meeting and secure Faculty Committee approval by August.
- b) Coordinate with the School of Mathematics & Statistics regarding the overlaps for the Data Science and Decisions degree.
- c) Provide Estate Management detailed specifications for the required physical and IT infrastructure of the India campus.
- d) The Head of School to initiate discussions with HR to develop a recruitment model for academic staff in India, ensuring alignment with UNSW standards.
- e) Submit the necessary paperwork to obtain conditional accreditation for the BSc Computer Science before the start of the academic year (August 2026).

4.5. Proposed Course Revision – COMP4418 Knowledge Representation

Haris Aziz proposed revising COMP4418 to focus on the foundations of multi-agent systems and renaming it to “Multi-Agent Systems.” Concerns were raised about removing “Knowledge Representation” from the title, as it has long been a core academic component of the course and a key



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factor in attracting students. Prerequisites and student preparedness were also discussed. The Chair recommended gathering further feedback.

4.6. Proposed Course Revision – COMP2111 System Modelling and Design

Sebastian Sequoiah-Grayson presented a proposal to revise COMP2111, including a stronger emphasis on model-theoretic semantics, tableau methods, and the relationship between logical reasoning, computer science, and formal methods. The revised course structure includes in-person delivery and a new assessment structure: four equally weighted assessments (10% each, two paper-based and two machine-based) and a final invigilated exam weighted 60%, with a 50% hurdle. The proposed prerequisites are MATH1081 and COMP1511 (or DPST1091), with no exclusions. The Associate Head of School and the Chair noted that the revised course can replace SENG2011. The committee voted to accept the proposed revisions.

4.7. Course Forum for Term 2 – Concerns Regarding the Switch from Ed to Discourse

Jake Renzella raised concerns about decreased student engagement following the switch from Ed to Discourse and suggested revisiting the decision. The Head of School proposed collecting feedback from lecturers at the end of term to assess Discourse's effectiveness. It was noted that Ed's pricing model remains a barrier, and any renegotiation should ideally happen at the university level. Arash was asked to include current Ed-related costs in the Lifelong Learning Audit, particularly for fully online courses that rely on Ed.

5. REPORTS

5.1. Faculty Education Committee

- 1) Accreditation: Requirements concerning the documentation being clarified with EA. ACS visit and documentation requirements to be determined.
- 2) Faculty Education Conference Grant Scheme: Applications open any time.

5.2. Workload Committee

Teaching Allocation: Still need someone for COMP1521 Computer Systems Fundamentals in T3 and ZZEN9215 Reverse Engineering in H5.

5.3. Accreditation

Sara Ballouz reported on changes to the accreditation documentation requirements for the current sprint review, which concludes on 18 August. The documentation is required to include five examples from core 'gatekeeper' courses and three from thesis or capstone projects, covering pass, credit, and distinction levels.

5.4. Other School/University Committees

No reports were received or tabled.

6. GENERAL BUSINESS

None.

The meeting was adjourned at 2.00 pm.

DR WAYNE WOBCKE

Chair



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