

ACADEMIC BOARD (AB) Minutes of Meeting



Date: Tuesday 8 May 2018
Time: 10am to 12 noon
Venue: Council Chamber, Chancellery

PRESENT: Associate Professor D Cohen (Chair)
Scientia Professors J Roberts and V Sahajwalla
Professors R Buckland, L Chappell, G Crisp, M Crossley, A Deletic,
S Dodds, D Fabian, N Fisk, R Harley, M Hoffman, E Johnston, L Jorm,
M Loosemore, M McLaws, L Poole-Warren, X Ruan, E Scheer, A Sowmya,
A Steel, C Styles, M Uncles, M Velonaki and S Travis Waller
Associate Professors M Green, K Lai, P Martens, J Nolan and N Tedla
Drs C Benson, L Crommelin, G Edwards, A Kayis-Kumar, K Moline and
S Sharpe
Mr E Bartolo (Student), Mr A Cain-Grey (Student), Mr G Forsyth, Mr
B Jones, Mr D Lloyd (Student), Ms B Oo, Mr A Sagotra (Student), Ms M San
Roque and Mr Z Solomon (Student)

IN ATTENDANCE: Professors E Baldry and A Simmons
Dr R Forage
Mr J Fitzgibbon, Mr D Gleeson, Mr S Griffin, Mr R Nelms and Ms
M Pavelkova

SECRETARY: Ms Fatima Velosa (Governance)

For convenience, items were taken out of agenda order.

A Procedural Matters

★ 1. Apologies and leave of absence

Apologies were received from Scientia Professor G Williams AO, Professors D Blackman, A Cossins, M Davis, M Frater, R Harindranath, I Jacobs, H Lochhead, P Munroe and R Phillips, Drs D Moreau and D Schlagwein, and Ms R Abeyratne (Student), Ms S Azad (Student), Mr S Dhouchak (Student), Mr C Poulton (Student) and Ms S Zhou (Student).

The Chair reminded members of the first Academic Board meeting scheduled to be held at UNSW Canberra on 16 October 2018 from 10.30am to 12.30pm: To facilitate planning for that meeting, the Chair requested that members indicate on the attendance sheet being circulated whether they would:

1. attend the Board meeting in Canberra or
2. participate via videoconference at the Kensington campus or
3. be an apology for that meeting.

Members noted the following:

- a) Tours of the UNSW Canberra facilities would be held before and after the Board meeting.
- b) Morning tea and lunch would be provided.
- c) A shuttle service between the airport and UNSW Canberra would be provided.

★ 2. Minutes of the previous meeting held on 27 March 2018

The Board confirmed the minutes of the meeting held on 27 March 2018 as an accurate record and authorised the Chair to sign them.

★ 3. **Matters arising, and business carried forward**

The following was a matter arising from the 20 February 2018 meeting:

3.1 **Academic Board Membership Update: 20 February 2018 minutes**

The Chair rectified Academic Board resolution 1.2 passed at its meeting on 20 February 2018 to read:

Membership Changes

It was

RESOLVED

That the Academic Board ~~recommend to Council that it approve~~ the appointment of the following as members of the Academic Board until 31 December 2018:

- a) Ms Mehera San Roque in the category of Non-Professorial Member from the Faculty of Law
- b) Professor Mari Velonaki in the category of Professorial Member from the Faculty of UNSW Art & Design
- c) Dr Scott Sharpe in the category of Non-Professorial Member from UNSW Canberra

The Chair congratulated the above members and welcomed them to the Academic Board.

★ 4. **Starring of items and adoption of unstarred items**

Agenda item 11 was starred for discussion.

A motion for the adoption of the unstarred items was received and carried.

★ 5. **Confirmation of confidential items**

The Board confirmed that the agenda did not contain confidential agenda items.

B President's Business

★ 6. **President's Report**

A/Professor Cohen tabled his report (Appendix A), which included a report from the UNSW Council meeting held on 9 April 2018 and an update on the UNSW3+ Audit of 100 courses to be conducted by the Academic Board.

6.1 **Amendments to the UNSW Rules**

The Chair reported that the amended UNSW Rules contained additional amendments made after the Academic Board meeting of 27 March 2018 for approval by UNSW Council on 28 May 2018 if recommended by the Academic Board.

Mr Forsyth recommended the following additional amendments to Schedule 6, Terms of Reference – Program Review Committee (page 43 of the meeting pack):

1. Under 2.2, include (after 'c'): new item (d): 'making recommendations to the Academic Board that a program be reviewed early;'
 - Renumber the items under 2.2 and place the 'and' after item 'f'.
2. Under 3.1: increase '10' to '12'.
3. Under 3.1(g): increase '2' to '4'.

Professor Johnston enquired about the suggestion at the last Academic Board meeting to add a statement in the UNSW Rules about the consideration of equity and diversity on UNSW boards and committees. The Board discussed the following:

- a) Advice provided to the effect that the matter may be better addressed through UNSW policies and associated procedures rather than the Rules as such a rule may be difficult to enforce.

- b) As part of the 2025 Strategy, a statement in this regard should be embedded at the top level and then clarified in policies and procedures to guide complex decisions if they arise.
- c) The election of members to boards and committees may be reviewed and include a pairing system that may assist the 'affirmative action' process.

The Board decided that a working group, comprising the following membership, be established to consider a suitable statement on equity and diversity for inclusion in the UNSW Rules:

- Deputy Vice-Chancellor, Inclusion & Diversity Professor Baldry or nominee (Chair)
- President of the Academic Board
- One Deputy President of the Academic Board
- UNSW Legal representatives
- Other relevant stakeholders [**Matter Arising**].

RESOLVED

To recommend that UNSW Council approve the revisions to the UNSW Rules, as presented, subject to minor editorial amendments and the following:

- a) the amendments provided above, and
- b) the establishment of a working group of the Academic Board to consider equity and diversity on boards and committees and develop a statement for the overarching policy and position on diversity on UNSW boards and committees, and advise the Board and Council accordingly.

The Chair advised that it would be left to the discretion of the Deans to implement the amendments in the UNSW Rules, as appropriate, once approved by UNSW Council.

6.2 Academic Board meeting: UNSW Canberra on 16 October 2018

See agenda item 1.

7. Vice-Chancellor's Report

No report was given in the Vice-Chancellor's absence.

★ **8. Questions on notice**

The Board discussed the questions on notice and the responses provided in the paper presented, noting the following:

- a) Staff were encouraged to read the 'Welcome to BORIS' message on the UNSW website and to provide feedback, if any, to Professor Fisk.
- b) With regard to staff workloads, the University was not intending to change existing arrangements for weekend teaching when UNSW3+ was introduced.
- c) It was acknowledged that online teaching and interaction with students was less contained than weekend face-to-face teaching. The implications of blended and fully online learning would be monitored by the office of the Pro-Vice-Chancellor, Education as diversity in mode of delivery increases and recruitment strategies adapt accordingly.
- d) It was hoped that Phase 2 of the audiovisual (AV) works in the Council Chamber would improve the AV experience for everyone using the venue for meetings.

★ **9. Faculty Presentation – Faculty of Arts & Social Sciences (Presentation)**

Professor Dodds provided a 2018 SWOT analysis of the Faculty, covering the students, programs and staff under the following headings:

- a) Faculty overview and context – revenue, EFTSL and taught load – compared to the other UNSW faculties
- b) Areas of teaching and research strength/excellence
- c) Major partnerships with industry, Government, universities and the community
- d) Weaknesses, opportunities and threats

Professor Dodds responded to questions from the Board, mostly about collaboration with other faculties, which she confirmed was beneficial, collegiate and ongoing.

The Chair advised that, if possible, all the Academic Board meetings would include a faculty SWOT analysis until all the faculties had presented to the Board.

★ **10. Discussion Topic: Student Experience and Teaching Index (SETI) (Presentation)**

Professor Crossley reported that this Index was an attempt to collate student experience and teaching data in one place and make it available to University leaders to help improve the student experience.

Professor Crisp presented on the Index, highlighting the following:

1. It was a work in progress and he was seeking feedback on it.
2. The index does not contain new data. It shows the data in a different format to be 'sliced and diced' in different ways.
3. The QILT data was external whereas the data in this Index was internal and focuses on the teacher – what students think about a course and the teacher, namely Question 10 of the myExperience survey.
4. As per the Enterprise Bargaining Agreement (EBA), no confidential information was provided to anyone who was not permitted to have it.
5. The data can be viewed by gender, discipline, academic level, class size, etc.
6. A different format would be used to evaluate online teaching.

The Board discussed the following:

- a) Context should not be stripped from the data and the University should avoid ranking bad data. The data may be imperfect, but not worthless, and can be used positively in the right context.
- b) As contextual academic judgement exists already and metrics have been used in research for researchers to advance in their career on the basis of evidence, there was a need for evidence of good/bad teaching as well because the student voice cannot be ignored.
- c) The data should be presented in a non-linear way so that the Index was a useful measure that can be used to make decisions based on the available data with everyone's knowledge and awareness of gender and cultural bias.

The Board agreed that the dataset should be framed around helping stakeholders to interpret the evidence with an understanding of the biases that may exist. Professor Johnston agreed to present on the topic at a future Academic Board meeting and provide a paper to the Academic Board on biases that should be considered **[Matter Arising]**.

Professor Baldry recommended an Academic Board discussion on training in unconscious bias, which had been rolled out across UNSW **[Matter Arising]**.

C Policies and Procedures

★ **11. Early Career Academic Support Guideline (from UHDC of 12 April 2018)**

Professor Poole-Warren encouraged everyone to familiarise themselves with the Guideline as it encapsulates the University's support of Early Career Academics (ECAs) throughout their careers at UNSW. She thanked Dr Crommelin for her work on the Guideline and the involvement of the Early Career Academic Network (ECAN). Academic Board members were asked to:

1. Provide queries and/or comments on the Guideline to Dr Crommelin.
2. Disseminate the Guideline and implement it at Faculty level.

Dr Crommelin thanked Professor Poole-Warren for her support of the Guideline and early career researchers.

It was
RESOLVED
To endorse the Early Career Academic Support Guideline.

D Programs

12. Academic Programs (New and Revised) (from UAPC of 12 April 2018)

It was

RESOLVED

To **approve** the following program proposals, as set out in the AIMS proposals:

12.1 Science – New

- a) 5331 Graduate Diploma in Psychology

12.2 Business – Revisions

- a) 8404 Master of Commerce
- b) 8417 Master of Commerce (Extension)

12.3 Arts & Social Sciences – Revisions

- a) 5930 Graduate Diploma in Counselling Social Work
- b) 8930 Master of Counselling Social Work

13. Academic Programs (Disestablishments) – Nil

14. Higher Degree Research Programs – Nil

15. Higher Doctorates – Confidential – Nil

16. Academic Partnerships

★ **16.1 Plus Engineering in London – Update for UNSW Academic Board**

Professor Hoffman reported on the following:

- a) The main proposition of PLS Engineering, between UNSW Sydney, Kings College London and Arizona State University, was to fill a growing gap in the skillset of the engineering workforce.
- b) It was expected that there would be a diverse student group with a goal of 50:50 gender balance from the first intake (in 2020).
- c) Students would benefit through pathway and exchange opportunities.
- d) The educational offering was an accredited four-year degree that would be recognised in 19 countries, including Australia, the US and the UK, where engineering degrees were cross-accredited.
- e) Although Academic Board would consider the academic elements of the offering, it would be a PLS Alliance degree and the academic governance arrangements would depend on the UK's regulatory environment.

The Board noted that this item would return to the Board for consideration as the academic elements progressed.

E Reports and Committees

17. Education

★ **17.1 Deputy Vice-Chancellor, Academic Report**

Professor Crossley gave a verbal update, highlighting the following:

- a) Student enrolments were solid despite concerns about domestic enrolments because the Government had capped places at 2017 levels and international enrolments because of tensions with China.
- b) Although UNSW had its own QILT data, the comparative data about other universities was not yet available.

Academic Board discussed whether the University needs a policy position on how to respond to the Government caps when dealing with load planning. Professor Crossley advised that this item would be discussed at Executive Team meetings.

- ★ **17.2 University Academic Quality Committee (UAQC)**
 - 17.2.1 7 March 2018 – signed minutes**
The Board noted the signed minutes of the 7 March 2018 UAQC meeting.
 - 17.2.2 UNSW3+ Update**
Mr Griffin provided the following update:
 - a) Course modelling and course allocations were being verified in conjunction with the faculties.
 - b) An enrolment tent had been open for three weeks. It had been quieter than in the past.
 - c) ASTRA, the new results processing program, was on track for use early in 2019.
- ★ **17.3 Pro-Vice Chancellor, Education Report**
 - 17.3.1 UNSW Keypath Partnership**
Due to time constraints, this item was deferred to a future Academic Board meeting.
- ★ **17.4 University Academic Programs Committee (UAPC)**
 - 17.4.1 9 March 2018 – signed minutes**
The Board noted the signed minutes of the 9 March 2018 UAPC meeting.

18. Research and Research Training

- ★ **18.1 Deputy Vice-Chancellor, Research Report**
- ★ **18.1.1 Council KPIs – Research (Presentation)**
The Chair recommended the Board extend the meeting by 15 minutes.

It was

RESOLVED

To extend the Academic Board meeting until 12.15pm.

Professor Fisk discussed the Council KPIs for Research under the following headings, as detailed in the document presented:

- Research income per academic
- Research impact and excellence
- Citations
- HDR students

Professor Deletic discussed the current research performance of the Go8 to generate ideas on where UNSW researchers should publish to maximise the number of citations of UNSW papers.

Professor Deletic presented on:

- a) A measure of journal quality and what was considered the top CiteScore Percentile
- b) How well UNSW papers were cited depending on WHERE they have been published
- c) Should UNSW researchers avoid journals ranked below Q2-Q4 (namely below Q1)?
- d) If researchers want to maximise their citations, they should target journals ranked in the top 5% of their discipline.
- e) As Medicine, Engineering and Science account for about 80% of UNSW papers published, the focus to improve the number of UNSW citations should be on these disciplines.

The Board noted that Professor Deletic and Professor Simmons would present at School and Faculty levels on:

- maximising on the citations of published research papers to engage in discussions with researchers on using their research in a way that best suits them and the University as this drives University ranking and reputation.

The Chair noted that this item required further discussion by the Academic Board at a future meeting (July 2018), to consider a strategy for the University **[Matter Arising]**.

18.2 University Research Committee (URC) – Nil

★ **18.3 Pro-Vice-Chancellor, Research Training Report – Nil**

18.4 University Higher Degree Research Committee (UHDRC)

18.4.1 15 February 2018 – signed minutes

The Board noted the signed minutes of the 15 February 2018 UHDRC meeting.

19. Operations

19.1 2025 Strategy

Mr Nelms provided an update on the following:

- a) UNSW3+, Academic Curriculum Information Services (ACIS) and Student Support and Services (SSS) were progressing well.
- b) Professor Simmons recently travelled to London to showcase the Education-Focussed (EF) Roles introduced at UNSW.
- c) Several new HR System and Position Management upgrades were made recently.

19.2 Update on HESF Compliance and the University's Reregistration with TEQSA

The Board noted the update provided.

F Faculties and DVCA Board of Studies (BoS)

20. Minutes from Faculty Boards and DVCA BoS meetings, if available

The Academic Board noted the minutes of the following Faculty Board and DVCA Board of Studies meetings:

- 20.1 DVCA Board of Studies meeting held on 22 February 2018
- 20.2 Arts & Social Sciences Faculty Board meeting held on 12 February 2018
- 20.3 Built Environment Faculty Board meeting held on 5 March 2018
- 20.4 Law Faculty Board meeting held on 7 March 2018
- 20.5 Medicine Faculty Board meeting held on 6 February 2018
- 20.6 Science Faculty Board meeting held on 27 February 2018
- 20.7 UNSW Art & Design Faculty Board meeting held on 14 March 2018


G Any Other Business

★ **21. Business without notice**

There was no business without notice.

The Chair declared the meeting closed at 12.15pm.

Next Academic Board meeting: Tuesday 19 June 2018, 10am to 12 noon, Council Chamber, Chancellery (to be chaired by Deputy Academic Board President Mr Graham Forsyth)


 Chair
 Mr Graham Forsyth
 Deputy President of the Academic Board
 19 June 2018