ACADEMIC BOARD (AB)
Minutes of Meeting

Date: Tuesday 26 February 2019
Time: 10am
Venue: Council Chamber, Chancellery

PRESENT:
Associate Professor D Cohen (Academic Board President and Chair)
Professor M-L McLaws (Deputy President of the Academic Board)
Associate Professor G Forsyth (Deputy President of the Academic Board)
Scientia Professors J Roberts, J Murphet and G Williams
Professors M Davis, A Deletic, N Di Girolamo, S Dodds, A Durbach,
M Frater, M Green, R Harley, M Hoffman, E Johnston, N Kessissoglou,
G Lodewijks, S Loo, J Morris, A Munster, S Parameswaran, J Seidel,
A Simmons, A Steel, M Tani and S Zlatanova
Associate Professors J Bryant, L Lixinski and M Michael
Drs S Clark, C Collins, G Edwards, R Green, M Iqbal, A Kayis-Kumar, B Oo,
V Sreenivasan and J Steele
Mr N Bedford, Mr A Cain-Grey, Mr R Challis, Ms A Griffin, Ms S Kong and
MIDN L Rowe

IN ATTENDANCE:
Professors E Baldry (for the Vice-Chancellor) and G Velan (for the Dean of Medicine)
Drs N Castano Rodriguez and S Telfser
Mr J Fitzgibbon, Ms K George, Mr D Gleeson, Ms B Greene, Ms C Jones,
Ms S Kinch, Ms H Macdonald, Ms M Pavelkova and Mr D Ward
Quorum: 20

SECRETARY:
Ms Fatima Velosa (Senior Governance Officer)

A Procedural Matters
1. Apologies and leave of absence

Apologies were received from the following Board members:
Scientia Professor M Santamouris; Professors D Blackman, G Crisp, M Crossley, N Fisk,
I Jacobs, H Lochhead, R Phillips, C Styles, M Uncles and A Zwi; Associate Professor
R Bolt; Drs C Benson, J Galliott, D Moreau and M Nehme; Ms S Azad,
Ms N Bhattacharya, Ms N Daud, Mr J Fox, Ms V Rathi, Mr A Sagotra and Mr G Vats.

The Chair welcomed everyone to the first meeting of 2019, especially the new members
and the recent nominations of undergraduate student member Midshipman Lachlan Rowe
from UNSW Canberra and Dr Natalia Castano Rodriguez (see item 6.1) as Such other
Persons.

The Chair acknowledged Professor Geoffrey Crisp's tremendous contribution to
educational developments at UNSW during his role as Pro-Vice-Chancellor, Education
over the last three years. The Board noted that Professor Crisp would be leaving UNSW to
take up the role of Deputy Vice-Chancellor, Academic at the University of Canberra at the
end of March 2019.

2. Minutes of the previous meeting held on 27 November 2018

RESOLVED
The Academic Board received and noted the signed minutes of the meeting held on
27 November 2018.
Secretary’s Note: The 27 November 2018 Academic Board minutes were approved via email circulation and signed by the Chair on 18 December 2018.

3. Matters arising, and business carried forward (other than business covered on the agenda)

The Board noted that Professor Baldry would convene a working group to address potential bias in student satisfaction survey data and consider a positive formal University approach to the issues identified.

4. Starring of items and adoption of unstarred items

In addition to the starred agenda items, the Board starred items 7 and 14 for discussion, and adopted all the unstarred items.

5. Confirmation of confidential items

The Board confirmed that there were no confidential items.

B Presidents’ Business

6. RESOLVED

The Academic Board received and noted the tabled report of the President of the Academic Board.

Note for the record

The President of the Board highlighted the following:

- The October 2019 meeting of the Board would be held at the Paddington campus, the details of which would be communicated once available.
- Every effort would be made to allocate more time at Board meetings to research-related matters in 2019.

The Board discussed whether the meeting papers could be separated clearly into summary reports and supplementary papers so that Board members could identify primary documents for reading ahead of Board meetings and refer to secondary documents, if necessary, at a later stage, especially if papers were not distributed five days ahead of Board meetings. It was agreed that the Chair would work with Governance to review the distribution of Board papers in a way that would facilitate Board members’ meeting preparation.

6.1 Appointment of Such other Person to Academic Board – Chair of Early Career Academic Network (ECAN), Dr Natalia Castano Rodriguez

RESOLVED

The Academic Board recommended that UNSW Council approve the appointment of the following identified position and member to the Academic Board under the Such other Persons membership:

Chair of the Early Career Academic Network (ECAN), Dr Natalia Castano Rodriguez.

6.2 Revisions to the Academic Board Standing Orders

RESOLVED

The Academic Board approved the revisions to the Academic Board Standing Orders, subject to the following minor amendments:

1. Remove first reference to ‘minutes’ under section 5.5.
2. Remove ‘Question time’ under section 5.5 as that was included under ‘Any other business’.
3. Amend ‘odd-numbered’ under section 9.1 to ‘even-numbered’.
4. Remove section 10.4 as it was a repetition of section 4.3.
Note for the record
The Board noted that section 10.5 was an addition to the Standing Orders to encourage reporting between Academic Board and Faculty Boards as well as relevant representative student bodies. In order to facilitate this reporting, the Chair advised that a summary of the major items discussed at the Board would be provided to Board members within three working days of Board meetings.

6.3 Scan of ToR and Business Processes of Australian University Academic Boards & Senates, 2018 (Final Report)

RESOLVED
The Academic Board received and noted the Scan of ToR and Business Processes of Australian University Academic Boards & Senates, 2018 (Final Report).

Note for the record
The Chair reported that the Chairs of Academic Boards and Senates (OzCABS) had completed a sector scan. It was noted that whereas the UNSW Academic Board was one of the largest in Australia, comprising 69 members compared with a median membership of 41, it was comparable in size to other Go8 universities and included the second largest number of student members – 12 in 2019. The Board noted that its meetings were shorter than many other universities but held a little more frequently than the average.

7. Vice-Chancellor's Report

Professor Baldry reported on the following key points on behalf of the Vice-Chancellor, noting that full details could be found in the Vice-Chancellor’s newsletters (Inside UNSW):

1. The current year would be a year of consolidation within the UNSW 2025 Strategy framework.
2. A new round of consultation with staff and students would be held in the form of Faculty and School meetings, town halls and other platforms to consider the last few years of the UNSW 2025 Strategy.
3. A Strategic Plan 2025+, containing information obtained from the University-wide consultation, would be produced by the end of 2019.
4. The Vice-President, Finance and Operations would focus on optimising the use of University resources.
5. The new position of Provost would be filled soon to support communication and engagement between the Deans, Management Board and Council.

The Board noted that UNSW had received the inaugural Athena SWAN Bronze Institution Award for its work in advancing gender equity and diversity in higher education and research.

The Chair thanked Professor Baldry for her report.

8. Questions on notice

The Academic Board received and noted the responses provided to the questions on notice, including the tabled responses provided by the DVC, Enterprise.

Note for the record
The Chair advised that the questions on notice received were referred to the relevant person for a response – after discussion at the Academic Board Advisory Committee (ABAC). It was noted that although operational matters may overlap with academic matters, they should preferably be directed elsewhere if not strictly academic in nature.
C Presentation

9. Faculty of Engineering Overview (SWOT)
The Dean of Engineering, Professor Hoffman, presented a summary of initiatives and a SWOT analysis of the Faculty, emphasising the following:
- The central place of ‘design’ in Engineering programs
- The recent rapid increase in postgraduate coursework enrolments
- The increased proportion of women undertaking Engineering programs
- The need for increased inter-disciplinary collaboration to tackle large issues
- The Faculty’s ambition to be one of the world’s top 25 Engineering schools

The Board noted that the Faculty would continue to focus on excellence and making a difference globally through good quality staff and students who have a positive impact on education, research and social engagement. The Faculty’s strengths included excellent staff and an excellent reputation. The challenges included Asian institutions, high quality academic recruitment, and managing growth, systems and processes.

The Chair thanked Professor Hoffman for his presentation.

D Reports

10. Deputy Vice-Chancellor, Research

On behalf of Professor Fisk, Professor Deletic (Pro-Vice-Chancellor, Research) highlighted the following key research developments and achievements since the November 2018 Board meeting, as detailed in the DVC Research report:
- The appointment of Professor Jonathan Morris as the Dean of Graduate Research.
- The University was tracking well in the S25 Researcher Recruitment Initiatives, including SHARP appointments, Scientia Fellowships and Scientia Scholarships.
- As at 4 February 2019, 58% of staff had used BORIS and the usage target was 75%.
- A total of $278K had been paid out to staff under the High Quality Research Papers Scheme.
- World university rankings.
- Submissions for ARC and NHMRC funding.
- The NHMRC Gender Equality Strategy 2018-2021 had been released in December 2018.
- The Report of the Independent Review of the Defence Trade Controls Act 2012 had been released on 13 February 2019, of which both Universities Australia and UNSW were strongly critical and would continue to participate in consultations to try to ensure that any resulting increased compliance requirements would be reasonable and proportionate.
- The Draft UNSW Centres and Institutes Procedure would be out for consultation until 6 March 2019.

The Board noted that quantitative benchmarks would be discussed at a future meeting.

11. Deputy Vice-Chancellor, Academic

RESOLVED
The Academic Board received and noted the report of the Deputy Vice-Chancellor, Academic.

11.1 Update on HESF Compliance and TEQSA Re-registration

RESOLVED
The Academic Board received and noted the update on HESF Compliance and TEQSA Re-registration.
Note for the record  
The Board noted the positive report from TEQSA setting out the grounds for the re-registration of UNSW for the next seven years. The report referred extensively to the 2017 External Review of Academic Governance at UNSW, which was initiated by the Board, and the University's response to its 14 recommendations.

The Chair congratulated everyone on an excellent result, and he thanked Ms Dunbar and her team as well as Deputy President Forsyth and the faculties for their work on the UNSW submission to TEQSA.

11.2 myExperience 2018 and QILT 2018 Reports

RESOLVED  
The Academic Board received and noted the findings and recommendations in the following reports:
- myExperience 2018 Report
- QILT Student Experience Survey (SES) 2018 Report
- QILT Graduate Outcomes Survey (GOS) 2018 Report

There was discussion about whether students were being over-surveyed, and possible negative effects on myExperience scores. However, it was noted that it was necessary to survey some courses delivered by staff seeking promotion and sessional staff every time courses were delivered.

The Chair advised that this matter would be referred to the University Academic Quality Committee for further consideration, and for discussion of how the data was analysed and how feedback was provided to students on what the University was doing with the survey results.

The Chair thanked Ms George and her team for their work on the comprehensive reports.

E Policies and Procedures

12. Education Policy Update

RESOLVED  
The Academic Board received and noted the Education Policy Update.

13. Amendments to the Student Code and Related Procedures

RESOLVED  
The Academic Board received and endorsed the proposed amendments to the:
13.1 Draft Student Code of Conduct – for approval by Council
13.2 Draft Student Misconduct Procedure – for approval by the Deputy Vice-Chancellor, Academic
13.3 Draft Student Complaint Procedure – for approval by the Deputy Vice-Chancellor, Academic
13.4 Draft Plagiarism Policy – approver to be confirmed
13.5 Draft Managing Plagiarism for Students Enrolled in Coursework Programs Procedure – for approval by the Deputy Vice-Chancellor, Academic:

subject to the following minor amendments:
1. As 3.2 of the Plagiarism Policy had capitalised Plagiarism, Contract Cheating and Exam Cheating without definitions, it was suggested that the definitions be included or that a clause be inserted to explain that the capitalised terms were defined in the Procedure.
2. References to 'academic advantage' should be replaced with 'advantage, including academic advantage'.
With regard to separating self-plagiarism from the regular definition of plagiarism, Ms Greene indicated that this would be considered as part of the full review of the Student Code of Conduct and related procedures due to begin in March 2019. The Chair referred Board members to the Misconduct Policy and Procedure Review Roadmap provided as an excellent exemplar of a review plan.

14. **Academic Promotions Procedure**

The Board discussed the Academic Promotions Procedure as there was a query about paragraph 3 under section 1, which seemed to have been retained in error. Mr Gleeson confirmed that it was to be deleted as it was no longer relevant.

*Secretary’s note: This amendment was made on 5 March 2019 and the updated procedure was posted on the Policy website.*

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<th>Programs</th>
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<tr>
<td>15. <strong>Academic Programs</strong> (new and revised)</td>
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<tr>
<td>(Program proposals from ABPC of 8 February 2019)</td>
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<td>RESOLVED</td>
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<td>The Academic Board approved the following program proposals (Items 15.1 to 15.3), as detailed in the AIMS proposals:</td>
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<td>Business – Revision (Postgraduate)</td>
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<td>15.1 9273 Master of Financial Planning</td>
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<tr>
<td>Science – Revisions (Undergraduate)</td>
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<td>15.2 3980 Bachelor of Aviation (Flying)</td>
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<td>15.3 3981 Bachelor of Aviation (Management)</td>
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15. **Academic Programs** – Disestablishments – Nil

16. **Academic Programs** – Disestablishments – Nil

17. **Higher Doctorates** – Nil

18. **Academic Partnerships** – Nil

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<td>19. Academic Board and University Committees, DVCA Board of Studies and Faculty Boards</td>
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<td>RESOLVED</td>
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<td>The Academic Board received and noted the minutes of the following meetings:</td>
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<tr>
<td>19.1 Academic Board Programs Committee (ABPC) – 8 February 2019 – no signed minutes available</td>
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<td>19.2 University Academic Quality Committee (UAQC) – 13 February 2019 – no signed minutes available</td>
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<td>19.3 University Research Committee (URC) – no meeting held since 15 November 2018</td>
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<td>19.4 University Higher Degree Research Committee (UHDRC) – no meeting held since 8 November 2018</td>
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<td>19.5 Program Review Committee (PRC) of the AB – 6 November 2018 – Signed minutes</td>
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<td>19.6 Board of Studies – 4 October and 29 November 2018</td>
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<td>19.7 Built Environment – 5 November 2018</td>
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<td>19.8 Business – 6 December 2018</td>
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<td>19.9 Engineering – 2 November 2018</td>
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<td>19.10 Law – 7 November 2018</td>
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<td>19.11 Medicine – 6 November 2018</td>
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<td>19.12 Science – 15 November 2018</td>
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Any Other Business

20. Proposed 2019 Meeting dates for Academic Board

The Board noted its proposed 2019 meeting dates and that the October 2019 meeting would be held at the Paddington campus.

21. Business without notice

Mr Cain-Grey raised concerns about the new ‘fit to sit or submit’ approach in the newly implemented special consideration process, especially the removal of the three days that students had after an assessment/examination in which to submit an application for consideration.

Ms Jones explained that, as stated in the DVCA report (item 11), the new approach was deemed fair and had been designed to:

1. Improve the consistency of the management of special considerations across the University and avoid situations where vulnerable students unnecessarily face repeat examinations, which would also reduce the burden of supplementary assessment on students and staff.

2. Encourage students to submit special consideration applications prior to examination or submission when they experience illness or misadventure rather than attempting examination or submission (when they may be infectious) and submitting an application subsequent to examination or submission deadlines.

It was noted that the new approach would be trialled over two years and that special attention should be given to exceptional circumstances, including cases of acute or progressive mental health conditions, which may emerge during examinations, and that all adverse situations should be treated with understanding to support the welfare of the students.

It was noted that the students were querying the implementation of the new operational process without Academic Board consideration and with potential insufficient communication. The Board noted that the new process had been ratified at UAQC for promulgation by the DVCA and that a meeting had been held between UNSW3+ and a student reference group who had agreed to the intent of the new process. The Board noted that further information would be shared with students and staff in the coming weeks to explain the changes to the process.

As the Academic Board student members advised that they were not aware of the student reference group that had been consulted, the Board requested that feedback on the reference group be provided to the Board at a future meeting [Matter Arising].

The Chair declared the meeting closed at 12pm.

Next Academic Board meeting: Tuesday 26 March 2019, 10am to 12pm, Council Chamber, Chancellery

Associate Professor David Cohen
Academic Board President and Chair
26 March 2019