ACADEMIC BOARD (AB)
Minutes of Meeting

Date: Tuesday 22 October 2019
Time: 10am
Venue: Council Chamber, Chancellery

PRESENT:
Associate Professor D Cohen (AB President and Chair)
Professor M-L McLaws (Deputy President of AB)
Associate Professor G Forsyth (Deputy President of AB)
Professor A Simmons, Provost
Scientia Professors J Murphet and J Roberts
Professors D Blackman, J Bryant, A Deletic, N Di Girolamo, A Durbach,
N Fisk, M Frater, M Green, R Harley, M Hoffman, E Johnston,
N Kessissoglu, H Lochhead, S Loo, J Morris, A Munster, S Parameswaran,
V Perkovic, J Seidel, A Steel, M Tani and M Uncles (for the Dean of Business)
Associate Professors D Blaazer, L Lixinski, M Michael and C Mathies
(alternate for Professor M Uncles)
Drs C Benson, N Castano Rodriguez, C Collins, R Green, M Iqbal, A Kayis-Kumar, D Moreau, M Nehme, B Oo, J Steele and A Unnikrishnan
Mr N Bedford, Ms N Bhattacharya, Mr R Challis, Ms A Griffin, Mr B Jones,
Ms R Leonard, Ms S Rose and MIDN L Rowe

IN ATTENDANCE:
Professors E Baldry and G Velan
Drs C Chua (for item 6.1) and S Telfser
Mr M Borcherl, Mr T Catley, Ms Y Chan (for item 13), Mr D Gleeson,
Ms E Grady, Ms M Pavelkova and Mr M Smith

SECRETARY:
Ms Fatima Velosa (Senior Governance Officer)

Quorum: 20
RAMS: 2019/01240

A Procedural Matters
1. Apologies and leave of absence

RESOLVED
The Academic Board granted a leave of absence from the Board to Mr Jonathan Fox until
the end of 2019 as he was teaching on Tuesday mornings during T3 2019.

Note for the record
The Board noted apologies from the following Board members:
Scientia Professors M Santamouris and G Williams, Professors M Crossley, M Davis,
I Jacobs, G Lodewijks, C Styles, S Zlatanova and A Zwi, Drs S Clark, G Edwards and
J Galliott, and Mr J Fox, Ms W Ge, Ms S Kong, Mr F Ullah and Mr G Vats.

The Chair welcomed the new Dean of Medicine, Professor Perkovic, to the Board and the
Chief Digital Officer, Mr Catley (as an observer). On behalf of the Board, the Chair
congratulated Board members Drs Collins and Nehme on their promotion to Associate
Professor (see item 6.2).
The Board noted that student nominations for elections to the Academic Board and the nine Faculty Boards would be open until Thursday 31 October 2019. The Chair encouraged the Academic Board students to discuss their experiences as Board members with students and encourage them to nominate themselves if they believed they could contribute to Boards across the University and would be available to attend meetings.

2. Minutes of the previous meeting held on 17 September 2019

RESOLVED
The Academic Board confirmed the minutes of the meeting held on 17 September 2019 as an accurate record and authorised the Chair to sign them.

3. Matters arising, and business carried forward (other than business covered on the agenda)
The Board noted that the matters arising had either been completed or were in progress.

4. Starring of items, adoption of unstarred items and rearrangement of the agenda
The Board adopted all the unstarred items and did not star additional items for discussion.

5. Confirmation of confidential items
The Board noted that there were no confidential items on the agenda.

B Presidents' Business

6. Report of the President of the Academic Board

RESOLVED
The Academic Board received and discussed the tabled report of the President of the Academic Board, dated October 2019.

Note for the record
The Chair highlighted the following:
- The AB’s delay in implementing the responses of both internal and external audit and risk findings pending advice from the new Director of Risk Management, Ms Devitre.
- The national and associated NSW/ACT meeting of Chairs of Academic Boards and Senates would be held at the University of Sydney on 23 and 24 October 2019, which the President of AB, Deputy President of AB Associate Professor Forsyth and AB student member Mr Jones would attend to represent UNSW.

6.1 Review of Assessment in Coursework Programs at UNSW

RESOLVED
The Academic Board received and discussed the Board’s Working Group Report on the Review of Assessment in Coursework Programs at UNSW.

Note for the record
The Chair thanked his assistant, Ms Pavelkova, for compiling the report and appendices provided. He advised that the recommendations in the report would be referred to UAQC and the DVCA (the Chair of UAQC) for further consideration, a response and a plan of action. The Chair asked the Board members to provide their input on the report and the recommendations, in particular, noting that the working group had not reached agreement on Recommendation 10, which could be interpreted to mean that group marking, but not groupwork, would be banned:

R10. The importance of groupwork is recognised but under no circumstances should the marks of one individual be impacted by the performance (or lack thereof) of other individuals in the group or even the group as a whole.
Board members discussed and noted the following:

- As R10 read more like a guideline, it should be reworded to avoid multiple interpretations and make it implementable. If groupwork is undertaken and assessed, it should be done well.
- Expectations of groupwork at universities versus collaborating in teams in the workplace may be different at various levels as there are many ways to work in group and teams.
- The University could trial innovation in groupwork by undertaking a quasi-experiment in some courses to design opportunities for students to work in teams and set up precedents on the requirements of teamwork, how it would be assessed and how the participants would be held accountable. Groupwork must have clear outcomes.
- UNSW could adapt and adopt work already conducted and the solutions/resources/best practices of other universities instead of considering the challenges of groupwork too hard to resolve.
- It would be difficult to enforce groupwork participation without assessment.
- The students emphasised their preference to be graded on the process of groupwork rather than the product and a pass/fail for the product, but it was acknowledged that the grading of the process required further investigation.
- Grading of the process may obliterate the purpose of groupwork, which is to achieve an outcome as a group of various participants. Consideration should be given to individual contributions versus group contributions.
- Standards-based assessment rather than an artificial 100-point scale should be used.
- Regarding R3, which referred to the provision of an assessment task and effective feedback prior to the census date, it was felt that this may cause students to drop courses before the census date. It was also noted that it was challenging to provide maximum feedback as early as possible in a shorter timeframe and with minimal resources. However, it was suggested that the intention was not to provide students with opportunities to drop courses but to provide effective feedback as soon as possible, especially in the new calendar of shorter terms.

The Chair advised that the recommendations would not be rewritten and encouraged Board members to send further input to him and Ms Pavelkova for consideration by the DVCA and UAQIC, and to discuss the review of assessment at Faculty level.

Professor Steel advised that, in his opinion, R2 was the key recommendation as it recommended that the Assessment Design Procedure and the Assessment Implementation Procedure be combined into a single Assessment Procedure. It was noted that the Assessment Procedure should provide a clear overview of all critical aspects of assessment that could be implemented, which would be submitted to the Board for endorsement.

The Board noted that this item would be discussed further at its meeting on 5 December 2019.

6.2 Promotion to Associate Professor

The Board received and noted the report on the academic staff promotions to Associate Professor, effective from 1 January 2020.

7. Report of the President and Vice-Chancellor (VC)

On behalf of the VC, Professor Simmons reported on the following:

- The UNSW Council meeting held on 14 October 2019 had been successful and productive. The DVCR had presented a comprehensive analysis of international university rankings, how they were calculated and what UNSW needed to do to maintain and continue to improve its rankings.
- The term of office of Mr David Gonski AC, as Chancellor of UNSW Sydney had been extended to 2023 (for another four-year term). The Board noted that this was excellent news for UNSW as it would continue to benefit from his wisdom, leadership and
generosity in giving his time voluntarily to many aspects of the University, including numerous graduation ceremonies.

- Professor Deletic was congratulated on the excellent 2019 ARC Laureate Fellows outcomes as UNSW had been awarded three Laureate Fellows.
- The Faculty of Engineering was congratulated for achieving first place in Australia in the Times Higher Education (THE) World University Rankings.
- More than 300 guests, including alumni and donors, had attended the University’s successful 70th birthday celebration on 17 October 2019 at the Roundhouse. The speakers had included the Chancellor, the VC, Professor Emma Johnston, Catherine Harris and Dr Jennifer Westacott.

Professor Simmons conveyed the VC’s sincere gratitude to all staff for their contributions to a busy year thus far.

The Chair thanked Professor Simmons for reporting on behalf of the VC.

8. Questions on notice – Nil

C Presentation/s and Discussion Topics

9. Revised Academic Expectations Framework (AEF)
Professor Simmons presented on the revised AEF, setting out the expectations in the three main pillars of activity: research, teaching and engagement & leadership. The Board noted that the AEF documents had been completely restructured as per the three pillars/functions to provide more focused information and match the promotions structure more closely. Academic staff would be able to hone in on the criteria or evidence of excellence and performance relevant to their academic level across pillars. Professor Simmons reported that the AEF content and downloadable documents would be available via an interactive website for which a hyperlink would be provided to Board members in due course.

Professor Simmons noted a suggestion that the emphasis on student experience in the refreshed UNSW 2025 Strategy may need to be reflected in the AEF with examples.

The Board commended the initiative and the Chair thanked Professor Simmons for her presentation.

10. myEducation Portfolio: What is it, and why does it matter?
Professor Velan presented on the myEducation Portfolio, which would serve to assist academic staff in building their portfolios, presenting their material and sharing best practice with colleagues, both internal and external to UNSW. The Board commended the work on the myEducation Portfolio and the assistance that it would provide to staff making their case for educational excellence in their career development and for their applications for promotion.

D Reports

11. Deputy Vice-Chancellor, Research

RESOLVED
The Academic Board received and noted the October 2019 report of the Deputy Vice-Chancellor, Research (DVCR).

Note for the record
- Professor Fisk summarised the University’s rankings performance, the 2019 ARC Laureate Fellows outcomes and Government activities in the research space. He congratulated everyone for their contributions in achieving improved rankings for the University. The Board noted it would become increasingly competitive for the University to continue to improve its rankings.
• The Board noted that there was a shift away from Easy Access IP (Intellectual Property) as the reasons for introducing it earlier in the decade were no longer beneficial to the University. It was noted that the Division of Enterprise would assess IP on merit.

The Chair thanked Professor Fisk for his report.

12. **Deputy Vice-Chancellor, Academic (DVCA)**

**RESOLVED**

*The Academic Board received and noted* the October 2019 report of the Deputy Vice-Chancellor, Academic (DVCA).

12.1 **Flexibility Week**

**RESOLVED**

*The Academic Board received and noted* the DVCA’s paper on the implementation of a Flexibility Week from T2 2020, which outlined guiding principles and rules.

**Note for the record**

• Professor Steel discussed the paper and noted that the Flexibility Week would be introduced for most standard face-to-face undergraduate courses.

• Professor Steel reported that a Flexibility Week Implementation Committee had been established and had met on 21 October 2019 for the first time to consider concrete operational issues in implementing the Flexibility Week.

The Board noted the following:

• The term planning deadline for T2 2020 courses had been extended to 8 December 2019 and that classes would not be removed from the underlying software to allow opportunities for manual changes after 8 December 2019. It was noted that staff responsible for term planning should indicate their requirements by 8 December 2019.

• The Flexibility Week would not be used to make up for public holidays.

• The attendance requirements would be reviewed during the review of the Assessment Policy in 2020.

The Chair thanked Professor Steel for the report.

**E Policies and Procedures**

13. **Student Code of Conduct and related Policy and Procedure**

The Chair asked Board members whether they had any feedback on the Student Code of Conduct and related policy and procedure. The Board noted that self-plagiarism could not be included as a type of plagiarism because the definition of plagiarism in the Plagiarism Policy was: ‘Plagiarism involves a person using words or ideas of others and passing them off as their own.’ Ms Chan undertook to review the definition of plagiarism. The Board noted that the Student Plagiarism Procedure would be provided to the Board at a future meeting for endorsement.

13.1 **Student Code of Conduct**

**RESOLVED**

*The Academic Board received and endorsed* the *Student Code of Conduct* for approval by UNSW Council at its meeting on 9 December 2019.
13.2 **Student Misconduct Procedure**
RESOLVED
The Academic Board received and endorsed the *Student Misconduct Procedure* for approval by the Deputy Vice- Chancellor, Academic (DVCA).

13.3 **Plagiarism Policy**
RESOLVED
The Academic Board received and endorsed the *Plagiarism Policy* for approval by the Vice-Chancellor.

14. **Policy Instruments for the Introduction of Oral Examination for the Master of Philosophy (MPhil)**
Professor Morris presented on the *Conditions for Award of Master of Philosophy (MPhil) Policy* and two associated procedures, resulting in the introduction of oral examinations. The Board noted that the results of the pilot for the oral examination for all MPhil candidates would be evaluated before rolling out the oral examination to the PhD program.

14.1 **Conditions for Award of Master of Philosophy Policy**
RESOLVED
The Academic Board received and endorsed the *Conditions for Award of Master of Philosophy Policy* for approval by the Vice-Chancellor.

14.2 **Oral Examination Procedure**
RESOLVED
The Academic Board received and endorsed the *Oral Examination Procedure* for approval by the Deputy Vice-Chancellor, Research (DVCR).

14.3 **Thesis Examination Procedure**
RESOLVED
The Academic Board received and endorsed the *Thesis Examination Procedure* for approval by the Deputy Vice-Chancellor, Research (DVCR).

F  Programs
Academic Programs – Nil

15. Higher Doctorates – Confidential – Nil

16. Academic Partnerships – Nil

G  Minutes
17. Academic Board and University Committees, DVCA Board of Studies and Faculty Boards
RESOLVED
The Academic Board received and noted the following minutes:
17.1 Program Review Committee (PRC) – 10 September 2019
17.2 Art & Design – 11 September 2019
17.3 DVCA Board of Studies – 5 September 2019
17.4 Built Environment – 2 September 2019
17.5 Business School – 1 August 2019
17.6 Business School – 3 October 2019 (unsigned)
17.7 Law – 31 July 2019
17.8 Science – 28 August 2019
Any Other Business

18. Business without notice
The Chair reminded the Board members that the next meeting would be held on a Thursday (5 December 2019), followed by the end-of-year lunch.

The Chair declared the meeting closed at 12.05pm.

Next AB meeting: Thursday 5 December 2019, 10am to 12pm, followed by the end-of-year lunch in the Council Chamber

[Signature]

Professor Mary-Louise McLaws
Academic Board President and Chair (Acting)
5 December 2019