

Academic Board (AB) Minutes of Meeting



DATE: Tuesday 5 May 2020
TIME: 10am to 12pm via Microsoft Teams

PRESENT

1. Professor D Cohen, AB President and Chair
2. Professor M-L McLaws, AB Deputy President
3. Associate Professor G Forsyth, AB Deputy President
4. Professor I Jacobs, President and Vice-Chancellor
5. Scientia Professor J Roberts, Business School
6. Scientia Professor M Santamouris, Built Environment
7. Scientia Professor G Williams, Dean of Law
8. Professor C Annesley, Dean of Arts & Social Sciences
9. Professor M Crossley, Deputy Vice-Chancellor, Academic
10. Professor T Cumming, Arts & Social Sciences
11. Professor M Davis, Such other Person (SoP), Pro-Vice-Chancellor, Indigenous
12. Professor A Deletic, Pro-Vice-Chancellor, Research
13. Professor N Di Girolamo, Medicine
14. Professor A Durbach, Law
15. Professor N Fisk, Deputy Vice-Chancellor, Research
16. Professor S Foster, Dean of Engineering (Acting)
17. Professor M Frater, Rector of UNSW Canberra
18. Professor R Harley, Dean of Art & Design
19. Professor E Johnston, Dean of Science
20. Professor N Kessissoglou, Engineering
21. Professor H Lochhead, Dean of Built Environment
22. Professor G Lodewijks, Science
23. Professor S Loo, Art & Design
24. Professor R McLaughlin, UNSW Canberra
25. Professor J Morris, Dean of Graduate Research
26. Professor A Munster, Art & Design
27. Professor S Parameswaran, Engineering
28. Professor V Perkovic, Dean of Medicine
29. Professor A Simmons, Provost
30. Professor A Steel, Law
31. Professor C Styles, Dean of Business School
32. Professor M Tani Bertuol, UNSW Canberra
33. Professor M Uncles, Business
34. Professor Rorden Wilkinson, Pro-Vice-Chancellor, Education & Student Experience (PVCE)
35. Professor S Zlatanova, Built Environment
36. Professor A Zwi, Arts & Social Sciences
37. Associate Professor J Bryant, Arts & Social Sciences
38. Associate Professor C Collins, Business School
39. Associate Professor S Egan, Science
40. Associate Professor L Lixinski, Law
41. Associate Professor M Michael, Arts & Social Sciences
42. Associate Professor M Nehme, Law
43. Dr C Benson, UNSW Canberra
44. Dr N Castano Rodriguez, SoP, Chair of the Early Career Academic Network
45. Dr S Clark, Engineering
46. Dr G Edwards, SoP, Chair of the Re-enrolment Appeals Committee
47. Dr J Galliot, UNSW Canberra
48. Dr R Green, Art & Design
49. Dr A Kayis-Kumar, Business School
50. Dr D Moreau, Engineering

51. Dr B Oo, Built Environment
52. Dr M Pervaz Iqbal, Medicine
53. Dr J Steele, Science
54. Dr A Unnikrishnan, Medicine
55. Ms N Bhattacharya, SoP, International Student Representative
56. Mr A Bin Ramizi, Undergraduate Student
57. Mr R Challis, Undergraduate Student
58. Mr J Fox, Built Environment
59. Mr B Jones, Chair of Arc @ UNSW Board
60. Ms S Kong, Higher Degree Research Student
61. Mr M Raman, Postgraduate Student
62. Ms E Risoldi, President of the UNSW Student Representative Council (SRC)
63. Ms B Shi, President of Postgraduate Council (PGC)
64. Officer Cadet C Wooding

APOLOGIES

65. Professor M Green, Such other Person
66. Professor J Seidel, Science
67. Mr N Bedford, SoP, Indigenous Student Representative
68. Ms N Laba, Higher Degree Research Student
69. Mr R Roy, Postgraduate Student

IN ATTENDANCE

Professor E Baldry, Dr S Telfser, Mr M Borchert, Ms T Devitre, Mr J Fitzgibbon, Mr D Gleeson, Ms B Greene (for items 12.5 and 13), Ms C Jones (for item 12.4), Ms S Mohamed, Ms M Pavelkova, Ms K Piccirillo, Mr A Walters (for item 8) and Mr D Ward (for item 8)

SECRETARY

Ms Fatima Velosa, Senior Governance Officer

Quorum: 20
RAMS: 2020/000201

For convenience, items were taken out of agenda order.

A PROCEDURAL MATTERS

1. Welcome and apologies

The Chair welcomed everyone to the meeting, especially Officer Cadet Wooding who was attending his first meeting and two new members as per item 7.1. The Board accepted the apologies received from members for this meeting.

The Chair expressed his respects to Elders past, present and emerging, and extended his respects and acknowledged the Traditional Custodians of all the lands from which members were joining the meeting.

The Board noted that it was its first online meeting during the COVID-19 restrictions. The Chair referred everyone to the 2020 Academic Board Online Meeting Protocol circulated with the meeting pack. He reminded everyone that they could use the chat function in Microsoft Teams to ask questions and/or make comments on the items as they were being discussed. The Chair advised that he would call for a vote by asking members to unmute themselves if they were voting against an item. Then he would call for votes in favour of an item in the same way. The Board noted that if an accurate account of votes was necessary, the Chair would ask members to use the Polly function in Teams.

The Chair reported that questions on notice received after the distribution of meeting papers would be addressed under the VC's report or the DVCA report.

2. Minutes of the previous meeting – Nil (see item 3)

3. Email circulation concluded on 27 March 2020

The Academic Board noted the email circulation concluded on 27 March 2020, through which Board members had approved the Board minutes of 18 February 2020 and the academic offerings as detailed in the circulation.

4. Matters arising and business carried forward, other than business covered on the agenda

4.1 Powers of ABAC to act on behalf of AB

The Academic Board received and discussed the revised powers of ABAC approved by Council on 6 April 2020. The Chair reported that the advice of UNSW Legal was for the Board to note, not ratify, ABAC decisions made according to 2.2 of the Schedule 1 ABAC Terms of Reference in the UNSW Rules and 7.11 UNSW Register of Delegations. If Academic Board did not agree with any decision made according to these powers, it could rescind such a decision.

5. Starring of items, adoption of unstarred items and rearrangement of the agenda

The Board agreed to star items 9 and 12.4 to address questions received after the distribution of the meeting pack. The Chair advised that item 12.2 would be dealt with after item 12.4 so that it would be the last item on the agenda. The Board noted that ABPC had endorsed the items marked with # under item 14 and that this meeting would not consider items 14.28 and 14.29 as the Business School had withdrawn them on 4 May 2020.

The Academic Board received and carried a motion to adopt all the unstarred items.

6. Confirmation of confidential items

The Chair reminded Board members to treat item 12.5, '2019 Student Conduct and Complaints Annual Report' as confidential to UNSW and not to distribute it outside UNSW.

B PRESIDENTS' BUSINESS

7. Report from the Chair

The Chair reported that he would take his report as read and took the opportunity to acknowledge the excellent work of the entire University community, students and staff, in adapting to the restrictions of the COVID-19 pandemic. He thanked everyone for converting to online teaching and learning so efficiently under unusual circumstances.

7.1 Membership update – Professors Terry Cumming & Rob McLaughlin

RESOLVED

The Academic Board noted the appointment of the following new members until 31 December 2020:

1. Professor Terry Cumming to replace Scientia Professor Julian Murphet after his resignation from the University in April 2020.
2. Professor Rob McLaughlin to replace Professor Deborah Blackman after her resignation from the Academic Board at the end of February 2020.

Note for the record

The Chair welcomed Professors Cumming and McLaughlin to the Board, and thanked Scientia Professor Murphet and Professor Blackman for their participation on the Board.

8. Report of the President & Vice-Chancellor (VC)

The VC reported that he was impressed by the quality of the work of the University community in the challenging times globally and that he hoped that everyone was coping well under the circumstances. The Board noted that the VC was grateful for everyone's patience, resilience and calm response to the COVID-19 restrictions, which had been evident in the last 100 days and by how everyone had risen to the challenge in a compassionate manner.

The VC advised that Professor Simmons, Mr Walters and Mr Ward would provide updates to the Board as part of his report and respond to questions received after the distribution of the meeting papers.

The VC reaffirmed his commitment to leading the University with compassion and honesty, and reiterated information from his regular COVID-19 updates to University staff and students, including:

- Concerns about the potential financial losses to UNSW and all universities globally. Mr Walters would cover additional details under his report.
- Some very difficult decisions would have to be made in the next few months for the remainder of 2020 and into 2021. Taskforce 20/21+ had been established and Professor Simmons would provide more details under her report.
- Despite the lack of Government support for universities during the COVID-19 restrictions thus far, the University was hopeful that the Government would begin to consider supporting international students facing hardship and a loan scheme for universities to help them through this difficult time.

The VC invited Professor Simmons to report.

Professor Simmons thanked everyone across the University for their enormous efforts in the last 100 days after a sensible exit from all campuses, the minimal impact of the coronavirus on the campuses and the smooth transition to online learning and teaching under the circumstances.

Professor Simmons reported on the following:

- The University had established Taskforce 20/21+, comprising four non-permanent working groups, to plan the recovery phase in 2020 and to develop innovative opportunities to remodel the University into the future. The working groups were also considering business continuity and the progressive removal of social distancing with the right health and safety measures for a gradual return to campus in a measured and controlled way.
- Taskforce 20/21+ would report recommendations to the Senior Leadership Team and Management Board for decisions to be made before the end of 2020 to position the University for 2021 and beyond.
- The Board noted the Chairs of the four working groups as:
 1. Claire Annesley and Chris Styles (Horizons Plus),
 2. Emma Johnston and George Williams (Faculties),
 3. Eliathamby Ambikairajah and Deena Amorelli (Divisions) and
 4. Fiona Docherty and Jeff Peers (Recovery).

Professor Simmons encouraged everyone to email ideas on cost savings and revenue generation to her and she would refer them to the relevant Management Board members.

The VC thanked Professor Simmons for her update and invited Mr Walters to report on the potential financial impact of COVID-19.

Mr Walters presented slides on COVID-19 'Impact and Mitigation', which covered the financial impact of COVID-19 on the University from 2020 to 2022, and what the University was implementing to mitigate the severity of the financial impact of the virus, particularly in 2020. Mr Walters reported that UNSW was considered to be in a similar financial situation to other

universities, who also made use of a suite of financial scenarios, though different scenarios had been presented in the media. Mr Walters advised that various scenarios had been modelled, including one realistic outcome that the University could have a cash shortfall of up to \$600m in 2020 and \$450m per year thereafter. Mr Walters noted that UNSW was using a combination of actions to resolve 2020, including the use of cash reserves.

The VC thanked Mr Walters for his report and invited Mr Ward to provide an update on the workforce implications.

Mr Ward summarised the outcome of the expressions of interest (EOIs) received from staff for voluntary options to reduce staff costs (VC's Update on UNSW's response to COVID-19, email dated 28 April 2020). The Board noted that the University did not have a target for the voluntary measures and that although the formal deadline for EOIs had closed, staff could continue to submit EOIs as flexible arrangements would continue to be available to staff with the approval of line management. The Board noted that if staff reduced their working hours, their workload would have to be reduced accordingly, with precise arrangements to be agreed with line managers. Mr Ward reported that although more women had submitted EOIs, the proportion of women submitting EOIs matched the proportion of women in the workforce.

The Board noted that there may have been more EOIs from staff if the National Tertiary Education Union (NTEU) had not asked members not to submit EOIs on the voluntary measures offered by the University.

Mr Ward reported that Universities Australia and the national office of the NTEU had held various discussions on a possible framework of agreement to vary enterprise agreements across the sector. If agreed, such a framework may enable more flexible employment practices for a defined time to help deal with the financial impact of COVID-19. Mr Ward advised that any changes arising from these discussions would be presented to staff for consideration before approval.

Mr Ward reported that the University acknowledged the effects of COVID-19 on casual staff and was looking for opportunities to support casual staff while noting that there were constraints. The Board noted that the University had published guidelines for staff who had carer and home schooling responsibilities so that arrangements could be made for them to restructure their work and working hours, as appropriate.

Professor Munster thanked everyone for their updates, noting that information about how the University may respond financially into 2021 would help the University community to make more informed decisions. The VC reiterated the University's commitment to providing regular updates to the University community and further clarity, if necessary, as information became available.

The Board noted that none of the information provided under the VC's report was confidential as it was in the public domain and available in the University's regular COVID-19 updates.

The Chair thanked the VC, Professor Simmons, Mr Andrews and Mr Ward for their updates, and he advised that any unanswered questions would be referred to the relevant senior management members for a response, as appropriate, and circulated to the Board.

9. Questions on notice – received before the distribution of the meeting pack

RESOLVED

The Academic Board received and noted the responses to the questions on notice, and noted that item 8 had covered the questions received after the distribution of the meeting pack.

C PRESENTATIONS AND DISCUSSION TOPICS

10. Faculty of Medicine Presentation

Due to time constraints, the Board agreed to defer this item to its meeting scheduled for 23 June 2020.

D REPORTS

11. Deputy Vice-Chancellor, Research

RESOLVED

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

Note for the record

Professor Fisk acknowledged the support of the broader community and the work of the University's research staff and student community during challenging times. The DVCR discussed the following items in his report and referred the Board to the [UNSW Research COVID-19 Information webpage](#) for the Division of Research operations, updates on funding, FAQs and more information:

- UNSW COVID-19 Rapid Response Research Initiative,
- UNSW COVID-19 Capability Map, and
- S25 initiatives, including the proposed nomenclature changes to the UNSW Scientia Fellowship program.

The Chair thanked Professor Fisk for his report.

12. Deputy Vice-Chancellor, Academic

RESOLVED

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

Note for the record

- Professor Crossley thanked everyone for their efforts in transitioning efficiently to online teaching and learning as well as online assessments and marking, which had started on 2 May 2020. He reiterated the good reputation that UNSW was enjoying for transitioning to online education smoothly from T1 2020, week 5, and acknowledged that the University's historic enthusiasm for technology as well as the establishment of Education Focused roles, communities of practice and the Scientia Education Academy had stood the University in good stead.
- The Board noted that learning and teaching for T2 2020 would be online. The DVCA noted that some students and staff may be anxious about returning to campus too soon. The Board noted that the Co-chairs of the Recovery Working Group were considering the details of staff and students returning to campus later in 2020, which would help the University to decide on learning and teaching for T3 2020 and Summer Term as well as 2021 and 2022.
- Professor Crossley reported that the *Plagiarism Management Procedure* (item 13) implementation date would be 1 June 2020, namely from T2 2020, and that Schools and Faculties would receive information sessions before the start of T2 2020.

The Chair thanked Professor Crossley for his report.

12.1 Term 1 2020 Grading and Transcript Changes

The Academic Board received and noted the Term 1 2020 Grading and Transcript Changes.

12.2 Student Experience Surveys – myExperience T1 2020

Professor Wilkinson (PVCE) reported that as the myExperience survey for T1 2020 had closed on 1 May 2020, the results that he was presenting were 'hot off the press'. The Board noted that a decision had been made to go ahead with the T1 2020 survey, with tweaked questions relevant to the circumstances, to maintain consistency and obtain insight into the student experience of online learning. Professor Wilkinson acknowledged the hard work of the entire University community in the transition to online teaching and learning as reflected in the survey results, which were pleasing under the circumstances.

Professor Wilkinson presented the survey results, which he would provide for circulation to the Board after the meeting, and noted the following:

- The overall response rate of 30% was higher than expected but lower than in previous terms.
- Although not directly comparable, T1 2020 undergraduate course satisfaction by Faculty results appeared consistent with previous terms.
- High T1 2020 undergraduate teaching satisfaction by Faculty results were testament to the hard work of teaching staff in transitioning to online teaching, reflecting a steady increase in undergraduate student satisfaction over time.
- Postgraduate students reported much higher satisfaction with their course teaching staff, which was consistent with historical data, though there were drops in satisfaction in some Faculties.
- The median across Schools for undergraduate course satisfaction was 68% and for undergraduate teacher satisfaction was 82%.
- The median across Schools for postgraduate course satisfaction was 73% and for postgraduate teacher satisfaction was 87%.
- Domestic students appeared to have had a better experience than international students in online teaching and learning.

Professor Wilkinson also discussed the challenges faced by students in the transition to online learning and identified the key issues regarding courses and teachers. The Board noted that Office of the PVCE was working through the issues and would provide further assistance online in due course, including a trial of a digital assessment platform called Inspira, which would assist academic staff with examination design that may help the University avoid the use of online proctoring, among other things.

Ms Shi, the President of the Postgraduate Council (PGC), reported that the PGC had distributed a survey in April 2020 to obtain feedback from the postgraduate students and the international cohort on their online learning concerns. She reported that she would present the results to the DVCA and PVCE before releasing them, which Professors Crossley and Wilkinson welcomed.

The Chair advised that a future meeting of the Board would consider digital assessment and digital uplift, and thanked Professor Wilkinson for his presentation.

12.3 Update on TEQSA-related Matters and Third-party Arrangements

The Academic Board received and noted the Update on TEQSA-related Matters and Third-party Arrangements.

12.4 Academic Standing and Re-enrolment Appeals – All Terms 2019

RESOLVED

The Academic Board received and noted the Academic Standing and Re-enrolment Appeals – All Terms 2019

Note for the record

Professor Crossley asked Ms Jones to address the following questions received from Associate Professor Collins on 4 May 2020, noting that the rollout of UNSW3+ and Astra may explain the 'pending' results, which the University was working through:

Question 1

'There was a trend of increased student numbers in the 'pending' category. For example, undergraduates the pending category in 2018 S2 had 3.7% students and 2017 S2 had 1.2%. Then in 2019, across terms 1, 2 and 3 the percentage of students in pending were respectively 9%, 13.2% and 6.9%. Do we know the cause? And have we got the necessary steps in place to address this situation?'

Ms Jones provided the following response:

- There had been an increase in the number of students on 'pending' standing, probably because insufficient results had been submitted to the system to calculate an academic standing level, which would be directly related to the increase in late results. It was important to note that the data would be a snapshot in time and it was evident from the statistics that there had been improvements by T3 2019.
- There had been a decline in the number of students in suspension and exclusion probably because full-time students were taking 3 instead of 4 courses, and they received good standing if they passed 2 out of 3 courses.

Question 2

'Then in the 'Summary of Appeals and Readmissions across term/semester' document (starting on page 46 of the AB meeting pack), generally the statistics for 'students re-admitted following appeal' is quite high (often above 50%). Have we looked at whether our process is both supportive and efficient (since appeals are time intensive thus costly) for pre-emptively nudging our under-performing students? Given the current challenges for students transitioning to online learning, underperformance may increase.'

Ms Jones responded as follows:

Many undergraduate students had been readmitted following appeal as the appeals committee realised that the academic standing rules had been placing some students on suspension or exclusion too early. Therefore, although there had been some changes to the academic standing rules for the UNSW3+ calendar, further adjustments would have to be made, which would be socialised with all the relevant parties.

The Chair thanked Professor Crossley and Ms Jones for addressing the questions.

12.5 2019 Student Conduct and Complaints Annual Report – Confidential: UNSW distribution only

The Academic Board received and noted the confidential 2019 Student Conduct and Complaints Annual Report.

E POLICIES AND PROCEDURES

13. *Plagiarism Management Procedure*

RESOLVED

The Academic Board received and endorsed the *Plagiarism Management Procedure*.

F ACADEMIC OFFERINGS

14. Academic Programs (New and Revised) – Program proposals from ABPC of 3 April 2020 and ABPC circular endorsed on 4 May 2020

RESOLVED

The Academic Board approved the following program proposals, as detailed in AIMS, excluding items 14.28 and 14.29, which had been withdrawn by the Business School:

Arts & Social Sciences – Undergraduate (New)

- 14.1 3321 Bachelor of Social Science
- 14.2 4529 Bachelor of Social Science (Honours)
- 14.3 3322 Bachelor of Social Work (Honours)/Social Science
- 14.4 3323 Bachelor of Advanced Science (Honours)/Social Science
- 14.5 3324 Bachelor of Science/Social Science
- 14.6 4872 Bachelor of Law (Honours)/Social Science
- 14.7 4871 Bachelor of Law/Social Science

Built Environment – Undergraduate (Revision)

- 14.8 3387 Bachelor of Industrial Design

Postgraduate (New)

- 14.9 8317 Master of Built Environment
- 14.10 8318 Master of Construction Project Management/Master of Property and Development

Postgraduate (Revision)

- 14.11 8143 Master of Architecture

Business – Postgraduate (New)

- 14.12 8433 Master of Financial Technology
- 14.13 5433 Graduate Diploma in Financial Technology
- 14.14 7434 Graduate Certificate in Financial Technology
- 14.15 7417 Graduate Certificate in Strategic Management
- 14.16 7418 Graduate Certificate in Technology Management
- 14.17 7415 Graduate Certificate in Digital Innovation
- 14.18 7416 Graduate Certificate in Leadership

Postgraduate (Revisions)

- 14.19 9250 Master of Taxation
- 14.20 7316 Graduate Certificate in Management
- 14.21 5437 Graduate Diploma in Analytics
- 14.22 7457 Graduate Certificate in Analytics
- 14.23 7321 Graduate Certificate in Taxation
- 14.24 7355 Graduate Certificate in Commerce
- 14.25 7273 Graduate Certificate in Financial Planning
- 14.26 5273 Graduate Diploma in Financial Planning
- 14.27 8371 Master of International Business
- 14.28 ~~8361 Master of Management – withdrawn~~
- 14.29 ~~8446 Master of Information Systems Management (Extension) – withdrawn~~

Engineering – Postgraduate (New)

7320 Graduate Certificate in Engineering Science – to add the following new streams:

- 14.30 SOLAIS Photovoltaics and Solar Energy Engineering
- 14.31 SOLAJS Renewable Energy Engineering
- 14.32 CEICNS Chemical Process Engineering
- 14.33 ELECVS Electrical Engineering
- 14.34 ELECUS Energy Systems
- 14.35 TELEDS Telecommunications
- 14.36 MANFGS Engineering Resilience
- 14.37 ENGGBS Engineering Design and Management

Science – Postgraduate (Revision)

- 14.38 7066 Graduate Certificate in Commercial Biotechnology

UNSW Canberra – Undergraduate (Revisions)

- 14.39 4427 Bachelor of Computing and Cyber Security
- 14.40 4470 Bachelor of Computing and Cyber Security (CDF)
[CDF = Chief of Defence Force]

- 15. **Academic Programs – Disestablishments – Nil**
- 16. **Higher Doctorates – Confidential – Nil**
- 17. **Academic Partnerships – Nil**

G MINUTES

18. Academic Board & University Committees, DVCA Board of Studies & Faculty Boards

RESOLVED

The Academic Board received and noted the following minutes:

- 18.1 Academic Board Programs Committee (ABPC): 3 April 2020
- 18.2 University Academic Quality Committee (UAQC):
 - 18.2.1 11 March 2020
 - 18.2.2 8 April 2020
- 18.3 Program Review Committee (PRC): 12 March 2020
- 18.4 Arts & Social Sciences: 17 February 2020
- 18.5 Built Environment: 2 March 2020
- 18.6 DVCA Board of Studies: 13 February 2020
- 18.7 Engineering: 7 February 2020
- 18.8 Law: 4 March 2020
- 18.9 Medicine: 11 February 2020
- 18.10 Science: 20 February 2020

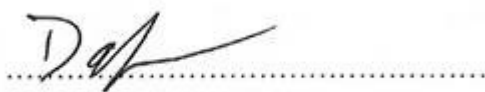
H OTHER BUSINESS

19. Business without notice

There was no business without notice.

The Chair declared the meeting closed at 11.50am.

Next scheduled meeting: Tuesday 23 June 2020 at 10am



Professor David Cohen

Chair
23 June 2020