

Academic Board (AB) Minutes of Meeting



DATE: Tuesday 20 October 2020
TIME: 10am-12pm via Microsoft Teams

PRESENT:

1. Professor D Cohen, AB President and Chair
2. Professor M-L McLaws, AB Deputy President
3. Dr A Kayis-Kumar, Business School, 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. Professor C Annesley, Dean of Arts & Social Sciences
8. Professor M Crossley, Deputy Vice-Chancellor, Academic (DVCA)
9. Professor T Cumming, Arts & Social Sciences
10. Professor M Davis, Such other Person (SoP), Pro-Vice-Chancellor, Indigenous
11. Professor A Deletic, Pro-Vice-Chancellor, Research (PVCR)
12. Professor N Di Girolamo, Medicine
13. Professor A Durbach, Law
14. Professor N Fisk AM, Deputy Vice-Chancellor, Research (DVCR)
15. Professor S Foster, Dean of Engineering (Acting)
16. Professor M Green, Such other Person
17. Professor E Johnston AO, Dean of Science
18. Professor N Kessissoglou, Engineering
19. Professor H Lochhead, Dean of Built Environment
20. Professor G Lodewijks, Science
21. Professor S Loo, Art & Design
22. Professor A Lynch, Dean of Law (Acting)
23. Professor R McLaughlin, UNSW Canberra
24. Professor J Morris, Dean of Graduate Research
25. Professor A Munster, Art & Design
26. Professor S Parameswaran, Engineering
27. Professor V Perkovic, Dean of Medicine
28. Professor J Seidel, Science
29. Professor A Simmons AM, Provost
30. Professor E Scheer, Dean of Art & Design (Acting)
31. Professor A Steel, Law
32. Professor C Styles, Dean of Business School
33. Professor M Tani Bertuol, UNSW Canberra
34. Professor M Uncles, Business
35. Professor R Wilkinson, Pro-Vice-Chancellor, Education & Student Experience (PVCE)
36. Professor S Zlatanova, Built Environment
37. Professor A Zwi, Arts & Social Sciences
38. Associate Professor C Collins, Business School
39. Associate Professor S Egan, Science
40. Associate Professor H Kleine, UNSW Canberra
41. Associate Professor L Lixinski, Law
42. Associate Professor M Michael, Arts & Social Sciences
43. Associate Professor M Nehme, Law
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 D Moreau, Engineering
50. Dr B Oo, Built Environment

51. Dr M Pervaz Iqbal, Medicine
52. Dr J Steele, Science
53. Dr A Unnikrishnan, Medicine
54. Mr N Bedford, SoP, Indigenous Student Representative
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. Ms S Kong, Higher Degree Research Student
60. Ms N Laba, Higher Degree Research Student
61. Ms S Nandakumar, Chair of Arc @ UNSW Board
62. Mr M Raman, Postgraduate Student
63. Ms E Risoldi, President of the UNSW Student Representative Council (SRC)
64. Mr R Roy, Postgraduate Student
65. Ms B Shi, President of Postgraduate Council (PGC)
66. Officer Cadet C Wooding

APOLOGIES: Professor M Frater, Rector of UNSW Canberra
Associate Professor J Bryant, Arts & Social Sciences

IN ATTENDANCE: Scientia Professor G Williams AO, Professor E Baldry, Mr M Borchert, Ms T Devitre, Mr J Fitzgibbon, Ms K George, Mr D Gleeson, Ms C Jacenyik-Trawoger (for item 11.3), Ms S Mohamed, Mr N Morris, Ms M Pavelkova, Mr L Pearcey and Mr J Rogers

SECRETARY: Ms F 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 extended his respects to Elders past, present and emerging, and acknowledged the Traditional Custodians of all the lands from which members were joining the meeting.

The Chair welcomed everyone to the meeting and the AB accepted the apologies received from members for the meeting.

On behalf of the AB, the Chair congratulated Drs Clark and Kayis-Kumar on their promotion to Associate Professor, with effect from 1 January 2021 (see item 6.1).

The AB noted that Mr Ward (Vice-President, Human Resources) would leave the University at the end of October 2020. The Chair thanked Mr Ward for his outstanding service to UNSW and insightful advice over many years, and wished him well for the future.

2. Minutes of the previous meeting held on 15 September 2020

RESOLVED

The Academic Board confirmed the minutes of the meeting held on 15 September 2020 as an accurate record and authorised the Chair to sign them digitally.

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

The AB noted that the matters arising and business carried forward had been completed, were in progress or were covered on the agenda.

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

The AB did not star additional items for discussion, received and carried a motion to adopt all the unstarred items and did not rearrange the agenda.

5. Confirmation of confidential items

The AB confirmed that the sections of the DVCR report that were marked confidential should not be distributed outside the University.

B PRESIDENTS' BUSINESS

6. Report of the AB President (Chair)

The Chair updated the AB on the following:

- The next round of AB staff elections as well as Faculty Board (FB) staff and student elections would not proceed in 2020 because correct electoral rolls by Faculty would be available only in 2021 after the completion of Faculty restructures as a result of workplace change (WPC). A paper to Council on 14 December 2020 would seek permission to extend the current AB elected staff and FB elected staff and students as well as the AB President and Deputy Presidents until staff elections can be held in 2021. The Director of Governance would provide more information on transitional AB and FB arrangements at the AB meeting of 24 November 2020 [**Matter Arising**].
- As a result of three faculties merging into one Faculty, the AB would need to amend its membership composition.
- AB continued to have the flexibility of considering appointing Such Other Person members to the AB.
- Governance had recommended the reduction in the number of AB meetings from eight to six from 2021, in keeping with some of the other Go8 universities. After the WPC implementation, Governance would cease to be able to support its current number of meetings across the University. When reducing the number of meetings, the AB would continue to spend less time on reporting verbally on written reports and aim to spend more time on considering and discussing significant academic matters.
- The number of meetings of the AB Committees, the University Committees and the Faculty Boards would reduce accordingly from 2021.

The AB discussed and noted the following:

- Some AB members questioned the rationale for reducing the number of AB meetings as the online AB meetings in 2020 had appeared to be well attended and online meetings were likely to continue well into 2021.
- One member suggested that six meetings a year would be sufficient for AB to do its business efficiently and effectively. This may also allow for more effective management of all the boards and committees that feed into the AB.
- Professor Zwi offered to work with the other elected AB members from the three Faculties that would merge into one Faculty to propose transitional AB membership arrangements for consideration and endorsement, as appropriate, at the 24 November 2020 AB meeting. AB noted that it would have to seek approval from UNSW Council at its meeting on 14 December 2020 for any AB membership change proposal.

Secretary's note: The proposal from the AB President and the Director of Governance for discussion at the AB meeting of 24 November 2020 will address any transitional arrangements for Academic Board membership.

The Chair encouraged AB members to send him further feedback on the number of AB meetings and the AB composition into the future.

6.1 Academic Promotions – Associate Professors

The Academic Board received and noted the report on Associate Professor promotions, effective from 1 January 2021.

6.2 AB Student Election Schedule 2020 (for 2021 and 2022 membership)

AB received and noted the AB Student Election Schedule for the election of one undergraduate student, one postgraduate student and one higher degree research student, for a term from 1 January 2021 to 31 December 2022. The Chair encouraged students to nominate for the student positions on AB and thanked all the current students for their excellent contributions to AB.

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

The VC reported that he was impressed by everyone's resilience in a year of many challenges and great uncertainty, and he thanked everyone for their collegiality, patience and support. The VC reiterated his commitment to minimise job losses and implement WPC across the University with compassion and respect.

The AB noted the following:

- The University was considering the feedback on the WPC proposals very carefully in refining the proposals.
- The University would release a WPC implementation paper in the last week of October, after which a series of Faculty and Divisional meetings for staff would be held to discuss the definitive plan.
- The legislation on university funding known as the 'Job-Ready Graduates' set of reforms had passed the Senate (with the support of some universities) and would bring into effect the changes in funding of many degrees. This would mean that UNSW staff would teach more students for less University income.
- One of the elements of the Federal Budget that would have an impact on the higher education sector included the \$1 billion of research funding allocated in the next financial year (see item 10).

The VC recognised the accomplishments of many in the University community, as contained in his newsletter in [Inside UNSW](#) of 20 October 2020. The VC thanked every member of the University community whose work continued to advance the University's vision of transforming and improving lives around the world.

The Chair thanked the VC for his report.

8. Questions on notice – Nil

C PRESENTATIONS AND DISCUSSION TOPICS

9. The future of lecture recordings and engaging students

The Chair invited Ms Nandakumar and Ms Risoldi to present on lecture recordings and the engagement of students. Ms Nandakumar and Ms Risoldi acknowledged the input of the other AB student members to the presentation and invited them to participate in the discussion. The students acknowledged that the Faculties had taken steps to engage students in the shift to online learning and that it was a work in progress. Postgraduate students had also expressed their appreciation of lecturers trying to accommodate their needs.

The students presented on the surveys they had conducted to collect student feedback and they drafted the following key recommendations on lecture recordings, pre-recorded lectures, the accessibility of lectures and student engagement for University consideration:

1. Universal lecture recordings should be continued for all courses
2. Recorded lectures should be updated regularly and be of good quality
3. University should standardise lecture delivery software and equip lecturers sufficiently
4. Tutorials should comprise small class sizes
5. The University should create/modify a platform for students to do group work
6. The University should streamline two-way communication with students

The AB discussed and noted the following:

- On the issue of achieving ‘the best of both worlds of online versus face-to-face teaching’, there was the question of what should be taught in a hybrid blended model, what should be face-to-face, what should be online and whether tutorials would suffer if most of the students were attending online and some were on campus. The best model may be to have all lectures online, whether live or pre-recorded, and face-to-face sessions where interaction was required.
- Full digital support via lecture recordings and helping staff share best strategies for digital support as well as boosting engagement for on-campus teaching to ensure a vibrant campus and social community remained a priority.
- Group assessment needed to be managed carefully.
- Feedback from students with diverse learning needs and data on whether students felt more engaged with chat functions than on-screen interaction would be useful.
- Small size tutorials could be 20, 30 or 40, depending on the discipline and the School.
- Data on students who attended evening sessions because they worked during the day would be useful.
- The legal aspects of how to provide downloadable lecture recordings to students without the content (PDF copies, lecture notes and assessments) being shared or sold online would have to be considered.
- Students had a responsibility to use, with academic integrity, the course material and resources provided to them.
- The classroom set-up and design for simultaneous face-to-face and online teaching would have to improve in some venues.
- If guest lectures should be live and interactive when possible, it would be disappointing to remove the attendance requirements for live online lectures when attendance at live sessions improved the experience.
- Positive feedback had been received on the new ‘Tele-health and Tele-help’ provided for mental health support post-COVID-19.
- Similar surveys of the staff experience of teaching in the new digital world would be a useful resource to guide the next steps.

On behalf of the AB, the Chair referred the recommendations and discussion to the Division of the DVCA for consideration and action, as appropriate.

The Chair thanked the students for their presentation and confirmed that the AB members would receive a copy of the slides.

D REPORTS

10. Deputy Vice-Chancellor, Research – Confidential

RESOLVED

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

Note for the record

The DVCR reported on the following:

- The 2020/2021 Federal Budget included \$1 billion of research funding through the Research Support Program (RSP) allocated to universities in the next financial year, which was welcomed by the University. The Division of DVCR continued to plan how best to use the UNSW portion of this funding.
- Schemes announced with the Federal Budget included the NHMRC and MRFF grant funding announcements as per the DVCR report.

- UNSW's 2020 research performance provided to the Senior Leadership Team (SLT) in September 2020 included UNSW's strong 2020 research funding, rankings and HERDC results, which attested to outstanding UNSW researchers and the University environment supporting research excellence.

The Chair thanked Professor Fisk for his summary.

11. Deputy Vice-Chancellor, Academic

RESOLVED

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

Note for the record

The DVCA discussed the following:

- Regarding student enrolments in 2020, it appeared the University would be down around 3500 EFTSL or 7% against plan.
- Although domestic student applications, offers and preferences were up on previous years, the total size of the University would likely again be smaller than originally planned in 2021 and for a few years to come (as the smaller cohort progressed through its degrees), depending on whether students accepted their offers and decisions about international travel restrictions.
- The University may be able to increase its size in the online environment, especially in the cohort of postgraduate students working part time, while developing on-campus and online teaching to evolve into a more engaging and interactive experience for students and staff.

Professor Crossley thanked the students for their insightful presentation and acknowledged the challenges of how the University would evolve in the online environment, and deciding on what to offer in a hybrid mode and what should remain in face-to-face offering, e.g. laboratory work and tutorial discussions/workshops. He noted that flexibility of teaching and learning would continue into the future, and that these discussions would continue into 2021 as COVID-19 and travel restrictions would continue to be implemented across the globe.

The Chair thanked Professor Crossley for his summary.

11.1 Reporting of *myExperience* outcomes to students

RESOLVED

The Academic Board received, discussed and endorsed the proposal and recommendations to make *myExperience* outcomes more transparent and more accessible for staff and students, noting that the data presented would show quantitative data for course surveys only and that specific qualitative comments would be excluded in the following:

- After students completed a survey, course survey results would be made available in the form of a report on the web.
- For a broader audience of staff and students, course survey results would be made available without identifying individual staff members (e.g. aggregate result over time).

Note for the record

The AB discussed the following:

- The exact format of making survey results available was still under consideration.
- The contextualisation of data to add meaning to the data remained important.
- Footnotes about substantial changes made to a course and responses provided ahead of enrolment periods would be useful to the students as they would want to see how the University had acted on the recommendations obtained from surveys.
- Surveying students across programs rather than courses only would also be useful.

- It was important to note that teacher data cannot be identifiable or made available – as per the Enterprise Agreement. Therefore, course survey data rather than data on teachers would be presented.
- Making the data available in a useful way would fit in with ‘Listening, Challenging, Supporting’ students – and respecting and responding to student input.

AB members noted that they would be able to email Professor Wilkinson with their insights.

The Chair thanked Professor Wilkinson and Ms George for their updates.

11.2 Report from the University Librarian – eBooks supporting UNSW online teaching and learning

RESOLVED

The Academic Board received and noted the report from Mr Borchert’s report on eBooks supporting UNSW’s online learning and teaching.

Note for the record

Mr Borchert discussed the purchasing of eBooks for educational purposes. The AB noted his recommendation that all academic staff should work with the Library and their Outreach Librarians to identify textbooks available in online format and under a favourable institutional licence for selection to support online teaching and learning, as detailed in the report.

The Chair thanked Mr Borchert for the Library’s assistance with the handling of the complexities of eBook purchases and encouraged staff to contact the Library for assistance in navigating the issues discussed.

The AB noted the excellent Library support available and the Chair thanked Mr Borchert for the summary.

11.3 Change to criteria for Summative Peer Review of Teaching

RESOLVED

The Academic Board received and endorsed the change to the criteria for the summative peer review of teaching of the UNSW Principles of Quality Teaching, subject to the refinement of some dot points, as communicated to Professor Wilkinson and Ms Jacenyik-Trawoger.

Note for the record

The AB noted the following:

- Critical to good quality teaching at UNSW and celebrating good teaching, the 6 principles were an improvement on the previous nine dimensions of teaching.
- Timely feedback may be a more realistic expectation than immediate feedback. However, in an active learning environment, there should be opportunity to provide immediate feedback in supporting or critiquing a student contribution.
- Seeking feedback through the sessions and adapting teaching accordingly (section 2, dot point 6) in nine weeks of teaching with team teaching may be unrealistic.
- It may not be possible to demonstrate all 6 principles during a two-hour review though this may be possible during online reviews.

Professor Wilkinson reported that he would consider the contextualisation of the principles and further guidance in this regard.

The Chair thanked Professor Wilkinson and Ms Jacenyik-Trawoger for their updates.

E POLICIES AND PROCEDURES – Nil

F ACADEMIC OFFERINGS

12. Academic Programs (new and revised) (recommended by UHDC of August & September 2020 & ABPC of 2 October 2020)

RESOLVED

The Academic Board approved the following program proposals, as detailed in ECLIPS:

Built Environment

Postgraduate (revisions)

- 12.1 8148 Master of City Planning
- 12.2 GSBEJS City Analytics

Business

Postgraduate (revisions)

- 12.3 7415 Graduate Certificate in Digital Innovation
- 12.4 8355 Master of Business Administration (Executive)

Engineering

Undergraduate (revisions)

- 12.5 BINFAH Bioinformatics Engineering
- 12.6 BINFC1 Bioinformatics Engineering
- 12.7 BINFB1 Bioinformatics

Postgraduate (revisions)

- 12.8 COMPBS Bioinformatics
- 12.9 CVENMT Environmental Engineering
- 12.10 CVENKT Water, Wastewater and Waste Engineering

Science

Research (revisions)

- 12.11 1404 Master of Psychology (Clinical)/Doctor of Philosophy
- 12.12 1405 Master of Psychology (Forensic)/Doctor of Philosophy

13. Disestablishments (Suspensions)

RESOLVED

The Academic Board approved the following program disestablishments (suspensions):

Research – Teach Out

- 13.1 5275 Graduate Diploma in Arts

Business – Disestablishment (D) & Suspensions (S)

- 13.2 8435 Master of Information Systems Management (S)
- 13.3 8446 Master of Information Systems management (Extension) (S)
- 13.4 COMMFS Global Sustainability and Social Enterprise (D)

Medicine – Disestablishment

- 13.5 9370 Master of Pharmaceutical Medicine (D)

UNSW Canberra – Suspensions

- 13.6 4480 Bachelor of Aeronautical Engineering (Honours)/Science
- 13.7 4481 Bachelor of Civil Engineering (Honours)/Science
- 13.8 4482 Bachelor of Electrical Engineering (Honours)/Science

13.9 4483 Bachelor of Mechanical Engineering (Honours)/Science

14. Higher Doctorates – Confidential – Nil

15. Academic Partnerships – Nil

G MINUTES

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

RESOLVED

The Academic Board received and noted the following minutes:

- 16.1 Program Review Committee (PRC) – 3 September 2020 (unsigned)
- 16.2 Academic Board Programs Committee (ABPC) – 2 October 2020 (unsigned)
- 16.3 University Higher Degree Research Committee (UHDRC) – 17 September 2020 (unsigned)
- 16.4 Engineering – 4 September 2020
- 16.5 Law – 8 July 2020
- 16.6 Law – 2 September 2020
- 16.7 Medicine – 4 August 2020
- 16.8 Science – 30 July 2020
- 16.9 Science – 27 August 2020
- 16.10 UNSW Canberra – 24 February 2020
- 16.11 UNSW Canberra – 29 June 2020
- 16.12 UNSW Canberra – 31 August 2020

H OTHER BUSINESS

17. Business without notice – Nil

The Chair declared the meeting closed at 11.50am.

Next scheduled meeting: 24 November 2020 at 10am



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Professor David Cohen

Chair
24 November 2020