

Academic Board (AB) Minutes of Meeting

DATE: Tuesday 24 November 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. Professor C Annesley, Dean of Arts & Social Sciences
7. Professor M Crossley, Deputy Vice-Chancellor, Academic (DVCA)
8. Professor T Cumming, Arts & Social Sciences
9. Professor M Davis, Such other Person (SoP), Pro-Vice-Chancellor, Indigenous
10. Professor A Deletic, Pro-Vice-Chancellor, Research (PVCR)
11. Professor A Durbach, Law
12. Professor S Foster, Dean of Engineering (Acting)
13. Professor E Johnston AO, Dean of Science
14. Professor H Lochhead, Dean of Built Environment
15. Professor G Lodewijks, Science
16. Professor S Loo, Art & Design
17. Professor A Lynch, Dean of Law (Acting)
18. Professor J Morris, Dean of Graduate Research
19. Professor S Parameswaran, Engineering
20. Professor V Perkovic, Dean of Medicine
21. Professor J Seidel, Science
22. Professor A Simmons AM, Provost
23. Professor A Steel, Law
24. Professor C Styles, Dean of Business School
25. Professor M Tani Bertuol, UNSW Canberra
26. Professor M Uncles, Business
27. Professor R Wilkinson, Pro-Vice-Chancellor, Education & Student Experience (PVCE)
28. Professor S Zlatanova, Built Environment
29. Professor A Zwi, Arts & Social Sciences
30. Associate Professor J Bryant, Arts & Social Sciences
31. Associate Professor C Collins, Business School
32. Associate Professor H Kleine, UNSW Canberra
33. Associate Professor L Lixinski, Law
34. Associate Professor M Michael, Arts & Social Sciences
35. Associate Professor M Nehme, Law
36. Dr G Edwards, SoP, Chair of the Re-enrolment Appeals Committee
37. Dr R Green, Art & Design
38. Dr D Moreau, Engineering
39. Dr B Oo, Built Environment
40. Dr M Pervaz Iqbal, Medicine
41. Dr J Steele, Science
42. Dr A Unnikrishnan, Medicine
43. Mr A Bin Ramizi, Undergraduate Student
44. Mr R Challis, Undergraduate Student
45. Ms S Kong, Higher Degree Research Student
46. Ms N Laba, Higher Degree Research Student
47. Ms S Nandakumar, Chair of Arc @ UNSW Board
48. Mr M Raman, Postgraduate Student
49. Ms E Risoldi, President of the UNSW Student Representative Council (SRC)
50. Ms X (B) Shi, President of Postgraduate Council (PGC)

- APOLOGIES:** Scientia Professor M Santamouris, Built Environment
Professor N Di Girolamo, Medicine
Professor N Fisk AM, Deputy Vice-Chancellor, Research (DVCR)
Professor M Frater, Rector of UNSW Canberra
Professor M Green, Such other Person
Professor N Kessissoglou, Engineering
Professor R McLaughlin, UNSW Canberra
Professor A Munster, Art & Design
Professor E Scheer, Dean of Art & Design (Acting)
Associate Professor S Egan, Science
Dr N Castano Rodriguez, SoP, Chair of the Early Career Academic Network
Dr S Clark, Engineering
Dr J Galliot, UNSW Canberra
Mr N Bedford, SoP, Indigenous Student Representative
Ms N Bhattacharya, SoP, International Student Representative
Mr J Fox, Built Environment
Mr R Roy, Postgraduate Student
Officer Cadet C Wooding
- IN ATTENDANCE:** Scientia Professor G Williams AO, Professor E Baldry, Professor S Scott (for item 9), Professor G Velan (for item 9), Mr M Borchert, Mr J Fitzgibbon, Ms K George, Mr D Gleeson, Ms C Jones (for item 12.4), Ms S Mohamed, Mr N Morris and Ms M Pavelkova
- Observers**
Mr T Abdulsalam, Mr M Gajdhar and Mr S Kaura (elected AB student members from 1 January 2021 to 31 December 2022)
Mr J Offor (elected Postgraduate Council President from December 2020)
- 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 thanked the following staff members, whose AB terms were ending or who were leaving the University, for their tremendous contributions to the University and the Academic Board:

Scientia Professor Roberts, Professor Durbach, Professor Lochhead, Professor Scheer and Dr Edwards.

The Chair thanked all the students for their work on the AB and relevant Committees in 2020 with special reference to the following student members whose terms were ending or who were graduating and were thus no longer eligible to sit on the AB:

Mr Bedford, Ms Bhattacharya, Mr Bin Ramizi, Mr Challis, Ms Kong, Mr Raman, Ms Risoldi, Mr Roy, Ms Shi and Officer Cadet Wooding.

The AB noted that the following student members would join the AB in December 2020:

- Mr Offer – newly elected President of the Postgraduate Council (PGC)
- Mr Kennedy – newly elected President of the Student Representative Council (SRC)

The Chair acknowledged the excellent student contributions on AB and Committee, and thanked them for taking time out from their studies to contribute to proposals and presentations for the AB and Committees, which continued to make a difference to UNSW and improve the student experience.

2. Minutes of the previous meeting held on 20 October 2020

RESOLVED

The Academic Board confirmed the minutes of the meeting held on 20 October 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

3.1 Transitional 2021 AB and Faculty Board (FB) membership arrangements for UNSW Council consideration on 14 December 2020

Mr Fitzgibbon reported that Governance would conduct elections for AB membership in the first half of 2021 after the alignment of electoral rolls with the new Faculty structures for staff and students from 1 January 2021. Mr Fitzgibbon would provide a paper to the Academic Board Advisory Committee (ABAC) on 3 December 2020 for Council approval on 14 December 2020 to include clauses in the UNSW Rules that would extend the term of the current elected AB and FB members. He would discuss the FB for the newly established Faculty with Professor Annesley offline.

The Chair reported that the AB would be able to use the Such Other Persons membership on the AB to nominate members to the AB if there were concerns about underrepresentation in certain disciplines or under equity, diversity and inclusion after the announcement of the election results in 2021.

Professor Zwi reported that he had held preliminary discussions with AB members of the three faculties due to merge in 2021 about special transitional membership arrangements on the AB. They felt it was important to maintain representation and diversity from the range of disciplines coming together in one merged faculty. Professor Zwi advised that they would explore options, over and above the delay in the elections and nominations as Such Other Persons, for AB consideration in 2021. The Chair undertook to discuss the paper presented to Council on 14 December 2020 with the respective members, after its approval, for discussion at the first AB meeting in 2021, as appropriate [**Matter Arising**].

The Chair asked the Secretary to include in the minutes the expected ratio of AB membership categories in 2021, noting that the elected representation would continue to be the dominant category.

Secretary's note: The AB composition, as expected @ 24 November 2020, after the AB elections to be held in the first half of 2021:

	2020 (69 members)			2021 (57 members)		
	Ex-officio	Elected/ Nominated	SoP	Ex-officio	Elected/ Nominated	SoP*
VC, Provost, DVCs, PVCs	6			9		
Deans & Rector	10			7		
Student leaders		3			3	
Nominated students			3		2	
Elected students: UG, PG, HDR		6			6	
Professors		18			14	
Non-professors		18			14	
Staff – nominated			3			2
Staff – transferred from 'elected' after their promotion			2			
TOTAL	16	45	8	16	39	2*
%	23.1	65.2	11.6	28	68.4	3.5*

* SOPs (Such Other Persons) vary between AB terms depending on gaps to be filled

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 rearranged the agenda to consider item 12.4 directly after item 12.

5. Confirmation of confidential items

The AB confirmed that items 11 and 11.1 were confidential and not for distribution outside the University.

B PRESIDENTS' BUSINESS

6. Report of the AB President (Chair)

The Chair summarised his report circulated ahead of the meeting and thanked staff and students for their commitment and perseverance in 2020, and numerous achievements as detailed in the AB Annual Report (see item 6.1).

6.1 AB Annual Report

The AB received and noted its annual report for submission to Council on 14 December 2020.

6.2 Updated Committee Terms of Reference – UNSW Rules (PRC & URC)

RESOLVED

The Academic Board recommended the updated Program Review Committee (PRC) and University Research Committee (URC) Terms of Reference for Council approval on 14 December 2020.

6.3 Results of the AB Student Elections for membership from 1 January 2021 to 31 December 2022 (3 positions)

The AB received and noted the results of the AB student elections in 2020, for membership from 1 January 2021 to 31 December 2022, subject to continued student enrolment, and the Chair congratulated the newly elected AB students:

Undergraduate: Mr Gajdhar
Postgraduate: Mr Kaura
Higher Degree Research: Mr Abdulsalam

6.4 Reappointment of Such other persons to the AB

RESOLVED

The Academic Board recommended that Council approve the reappointment of the following identified positions to the Academic Board under the Such other Persons membership from 1 January 2021 to 31 December 2022:

- a) Pro-Vice-Chancellor, Indigenous
- b) One representative of the Early Career Academic Network (ECAN) Executive Committee, nominated by the President of the Academic Board

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

The VC thanked students and staff for their extraordinary levels of patience and understanding in 2020. The AB noted that the challenges of 2020 included dealing with workplace change, which was moving into the final stages of recruitment. The VC reported that the new Faculty and Divisional models would be in place by 1 January 2021. He acknowledged the sad loss of staff and the many disruptions experienced in 2020.

Despite the difficult year, the VC noted the many achievements of staff, students and the University, as detailed in the various reports to the AB throughout the year and in the VC's newsletters in Inside UNSW and in All Staff emails. The VC thanked and congratulated everyone on their exceptional resilience and performance in 2020.

The Chair thanked the VC for his report and congratulated the University on all the good news stories despite a difficult year.

8. Questions on notice – Nil

C PRESENTATIONS AND DISCUSSION TOPICS

9. The Scientia Education Academy (SEA) and its contribution to patching QILT

Professor Scott and Professor Velan discussed the following:

- The SEA 2020 active projects and initiatives, including myEducation Portfolio, community engagement and policy options papers on dual mode delivery, healthy universities, the future of assessment and harnessing organisational culture to enhance the effectiveness of educational initiatives and the student experience
- The SEA's monthly engagement with Education Focussed (EF) Communities of Practice (CoPs) to exchange insights and coordinate their efforts in teaching, learning, design, assessment and feedback

The Chair thanked Professor Scott and Professor Velan for their presentation. AB members noted they would receive a copy of the presentation after the meeting.

10. 2020 Library Engagement Report

Mr Borchert reported on the Library engagement in 2020 by summarising the following:

- Library services catalogue and learning services
- Usage of Library learning spaces by location and during COVID (Kensington & Canberra)
- Library space improvements and exhibitions program
- Canberra Year One Familiarisation Training (YOFT) and Orientation
- ELISE online lessons and quiz
- Library services for curricular support – Leganto (Sydney & Canberra) – 2019 vs 2020
- Outreach engagement (Sydney & Canberra)
- Research and research support services, including consultations (Sydney & Canberra)
- Presentations and workshops
- Expert on Demand service

- Collections, including electronic collections: eBook usage, article views, click & collect
- Simplified access to electronic collections
- Mediated Retrieval Service (Canberra)
- Digital Library usage

AB members noted the following key messages:

1. Reduced student usage of library learning spaces in T3 2020, with international students being the main users
2. Library, students, HDR candidates and academics were using digital library channels
3. Coursework student enquiries and support requests had decreased
4. HDR candidate, researcher and academic enquiries and support requests had increased
5. Support for online teaching services, digitisation, Leganto course lists had increased
6. Steady use of digital library and digital collection
7. Use of print library collection had decreased

The Chair thanked Mr Borchert for his presentation and noted the excellent work of the Library despite COVID restrictions in 2020. AB members noted that they would receive a copy of the presentation after the meeting.

D REPORTS

11. Deputy Vice-Chancellor, Research – Confidential

RESOLVED

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

Note for the record

Acting DVCR Professor Deletic highlighted the following, as detailed in the DVCR Report:

- UNSW's successes in the ARC Schemes, including Discovery Project grants, Discovery Indigenous grants and the most successful result in DECRA grants of the last six years
- Successes in the grants awarded in the MRFF Schemes
- UNSW's excellent results in the Times Higher Education (THE) Subject Rankings in a competitive environment, to be updated in [BORIS](#) later in November 2020
- UNSW's steady increase in its performance in the Highly Cited Researcher (HCR) List
- HDR candidate enrolments and completions in 2020 and the VC's Awards for Excellence in HDR
- Updated Terms of Reference for the University Research Committee (see item 6.2)

Professor Deletic reported on the 2020 UNSW Research Strategy Session held on 20 November 2020 from 1-5pm, a joint session of the University Research Committee (URC) and the University Higher Degree Research Committee (UHDCR), which was well attended. One of the two main topics was 'The funding pipeline', which Professor Deletic chaired. The discussions covered new strategic horizons, campus opportunities and silo busting and coordination. Regarding discussions about the allocation of funding in future, there was some agreement on collaborative research being the most profitable area in which to invest and how to capitalise further on this.

Professor Morris chaired the second topic, 'Researcher Training', which included the quality/quantity dilemma in domestic HDR recruitment, the entrepreneurial university and the integration of training. Professor Morris reported that most of the discussion topics would resurface in 2021 for further development.

The Chair thanked Professor Deletic and Professor Morris for their reports.

11.1 Implementation of UNSW Centres and Institutes Procedure Update – Confidential

RESOLVED

The Academic Board received and noted the report on the progress to date of the implementation of the *UNSW Centres and Institutes Procedure* instituted in July 2019, due for completion by July 2021.

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 highlighted the following:

- UNSW's excellent results in the national report of the [2020 Graduate Outcomes Survey](#) were encouraging.
- There had been a boom in postgraduate enrolments in 2020 and further increases in enrolments would help to make up the shortfalls experienced this year.
- UNSW's median ATAR of 92.7 attested to the quality of the students enrolling and the achievements of everyone working together to keep UNSW on the right track as a leading university.
- Most institutions in the tertiary education sector in Australia intended, health restrictions allowing, to reinvigorate campuses in 2021 and to return to interactive teaching in laboratories and tutorials, and interactive lecture-style events. Students, in particular, were looking forward to returning to campus as soon as possible.
- Work and discussions on assessments would continue in 2021.

Professor Crossley thanked everyone who had transitioned to online learning so well in 2020 and who had provided feedback on this to the University. Sharing these insights would profoundly change how the University supported student learning.

The Chair thanked Professor Crossley for his report.

12.1 Update on 2020 L&T Forum on 19 & 20 November 2020 and awards for teaching

Professor Wilkinson referred the AB to his slides on the Learning and Teaching (L&T) Forum held on 19 and 20 November 2020, which had enjoyed record-breaking registration and attendance. The topics on the theme of 'Learning without limits: Leading the change', which involved staff and student presenters, were:

- Rethinking assessment
- Develop online community
- Synchronous & asynchronous lectures
- Capability building
- Course design

Professor Wilkinson congratulated all the award winners, listed in the circulated slides.

The Chair thanked Professor Wilkinson for his update and congratulated him on holding a successful L&T Forum.

12.2 Future of Moodle Taskforce Outcomes

Professor Wilkinson discussed the Future of Moodle Taskforce Outcomes as detailed in the document presented, which recommended a two-staged approach:

- As other digital products did not yet cover the important functions related to learning management record keeping, the University should retain Moodle to

perform this role at least in the short to medium term. In stage one, the focus would be on the development of online delivery standards, the improvement of Moodle templates with greater integration of MS Office 365, and targeted professional development for teaching staff. Stage one would aim to address immediate challenges, achieve quick wins and lay the foundation needed to achieve the bold vision of sector leadership in a digitally facilitated, personalised student experience. Adopting this strategy would also mitigate risks with large-scale rapid change, and minimise sudden disruption for students and staff.

- A longer term second stage of development would move UNSW away from a reliance on a single LMS, to establishing a broader and more inclusive personalised digital learning ecosystem instead. This would draw on best-of-breed solutions informed by data analytics to allow the integration of a wide range of emergent technologies. The ecosystem would be student centred: unifying all aspects of UNSW student life into a single experience tailored to individual needs. To be most effective, this would require a foundation of appropriate policy, governance, professional development and staff support as well as an improved digital infrastructure.

The AB noted that the proposal is intended to be direction setting and that there were no plans for a wholesale migration to a new learning platform, as the benefits of various options did not exceed current functionality or justify the costs of switching platforms. Professor Wilkinson advised that the University would provide professional development for all staff in this area.

Professor Wilkinson confirmed that his office would circulate the report to the university community and invited feedback, noting that there were advantages and disadvantages to all platforms and that the enormous cost of changing and implementing systems in the University was not always understood.

The Chair thanked Professor Wilkinson for his update.

12.3 Future of Assessment – and Graduate Outcomes

Professor Wilkinson discussed undergraduate student satisfaction and overall student experience in recent years, noting the following:

- Assessment is a key driver of overall satisfaction of educational experience and the quality of teaching within UNSW.
- Student survey results across the sector showed a strong positive correlation between assessment and overall satisfaction in education experience and in teaching.
- The largest proportion of ‘needs improvement’ comments (21%) in the Student Experience Survey (SES) 2019 related to assessment.
- In myExperience 2020, 20% of ‘needs improvement’ comments related to assessment and constructive feedback.

The AB noted the new directions evident in the University’s COVID-19 response, student engagement, principled decisions, the Scientia Education Academy (SEA) and Communities of Practice (CoPs) as well as consensus on reform. Professor Wilkinson discussed the following solid foundations at UNSW: the Digital Assessment Program, sector leadership, an assessment Standing Group and broad consultation.

The AB noted the following key issues for further consideration in 2021: Feedback, integrity, skills, e-portfolios, invigilated examinations (and the work of the Business School in reducing online proctoring), lessening the overall assessment burden on students, program level assessment, digital platforms and ‘bring your own device’.

Professor Wilkinson acknowledged good work of staff in moving teaching and assessment online quickly in 2020, noting the importance of taking forward the solid foundations and gains from this year to drive excellence in assessment and feedback in the future.

Professor Wilkinson encouraged everyone to provide feedback and comments to him on the future of assessment.

The Chair thanked Professor Wilkinson for his update.

12.4 Permitted Withdrawal (PW) Grade and Calculation of Academic Standing

RESOLVED

The Academic Board received and endorsed that:

1. Permitted Withdrawal (PW) grades applied to courses from Term 1 2021 would not be included as a fail in the calculation of academic standing,
2. PW grades would be applied to the student record in SiMS as an indicator of a successful fee remission application, and
3. on a term-by-term basis, students with PW grades would be identified so that academic advisors could reach out to them to ensure that they were progressing and linked in with any services they may need.

Note for the record

Ms Jones summarised the paper presented and noted the support of AB members. AB members noted that the proposed changes would be communicated across the University in due course.

The Chair thanked Professor Crossley and Ms Jones for the proposal, and noted that it was an example of the University listening to, and acting on, students' suggestions for improvements.

E POLICIES AND PROCEDURES – Nil

F ACADEMIC OFFERINGS

13. Academic Programs (new & revised) (recommended by 6 November 2020 ABPC & 19 November 2020 UHDRC)

RESOLVED

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

Art & Design

Postgraduate (revision)

13.1 7322 Graduate Certificate in Visualisation, Simulation, and Immersive Design

Built Environment

Undergraduate (revision)

13.2 3256 Bachelor of Interior Architecture Honours

Postgraduate Specialisations (revisions)

13.3 LANDDS Landscape Architecture Stream A

13.4 LANDFS Landscape Architecture Stream C

Engineering

Undergraduate (revision)

13.5 3707 Bachelor of Engineering (Honours)

Undergraduate Specialisation (revision)

13.6 SOLABH Renewable Energy Engineering

UNSW Canberra

Undergraduate (revision)

13.7 4462 Bachelor of Business (CDF – Chief of Defence Force)

Postgraduate (revision)

13.8 7353 Graduate Certificate in Space Operations

DVCA Board of Studies

Diploma (revisions)

13.9 7002 Diploma in Engineering

13.10 7003 Diploma in Computer Science

Law

Research (new)

13.11 2441 Master of Philosophy (MPhil) – Law

14. Disestablishments

RESOLVED

The Academic Board approved the following disestablishments (suspensions):

Built environment – Teach out

Undergraduate Suspensions – Suspensions

14.1 8139 Master of Sustainable Built Environment (Singapore)

Business

Undergraduate Specialisations – Suspensions

14.2 COMMF1 Real Estate Studies

14.3 ECONI1 Business Strategy & Econ Management

14.4 MGMTA1 Management

14.5 TABLA1 Business Law

Postgraduate Programs/Specialisations – Suspensions

14.6 8412 Master of Economics

14.7 9273 Master of Financial Planning

14.8 INFSIS Supply Chain Management

14.9 INFSMS Enterprise Sys & Bus Design

14.10 MGMTHS Organisation & Management

14.11 TABLDS International Taxation

14.12 TABLES Revenue Administration

14.13 TABLFS Taxation & Financial Planning

14.14 TABLIS Applied Tax

14.15 TABLKS Business Law

Medicine

Postgraduate Specialisation – Suspension

14.16 PHCMCT Ageing and Health

15. Higher Doctorates – Confidential – Nil

16. Academic Partnerships – Nil

G MINUTES

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

RESOLVED

The Academic Board received and noted the following minutes:

- 17.1 Program Review Committee (PRC) – 22 October 2020 (confirmed)
- 17.2 Academic Board Programs Committee (ABPC) – 6 November 2020 (unsigned)
- 17.3 University Academic Quality Committee (UAQC) – 7 October 2020 (signed)
- 17.4 University Academic Quality Committee (UAQC) – 11 November 2020 (unsigned)
- 17.5 University Research Committee (URC) – 5 November 2020 (unsigned)
- 17.6 Art & Design – 22 July 2020
- 17.7 Arts & Social Sciences – 20 July 2020
- 17.8 Arts & Social Sciences – 31 August 2020
- 17.9 Engineering – 2 October 2020
- 17.10 UNSW Business – 6 August 2020

H OTHER BUSINESS

18. AB meeting dates for 2021

The AB received and noted its meeting dates for 2021.

19. Governance Approval Timelines for 2022 Academic Offerings (Version 2, October 2020)

The AB received and noted the updated [Governance Approval Timelines for 2022 Offerings](#).

20. Business without notice – Nil

The Chair thanked everyone for their work in 2020 and declared the meeting closed at 12pm.

Next scheduled meeting: Tuesday 30 March 2021, 10am to 12.30pm



Professor David Cohen

Chair
10 December 2020