

Academic Board (AB) Minutes of Meeting



DATE: Tuesday 11 May 2021
TIME: 10am-12.30pm via Microsoft Teams

PRESENT

1. Professor D Cohen, AB President and Chair
2. Professor M-L McLaws, AB Deputy President
3. Associate Professor A Kayis-Kumar, Business School, AB Deputy President
4. Professor I Jacobs, President and Vice-Chancellor (VC)
5. Scientia Professor J Roberts, Business School
6. Scientia Professor S Rogge, Pro-Vice-Chancellor, Research
7. Scientia Professor G Williams AO, Deputy Vice-Chancellor, Planning & Assurance
8. Professor C Annesley, Dean of Arts, Design & Architecture
9. Professor E Baldry AO, Deputy Vice-Chancellor, Equity, Diversity & Inclusion (EDI)
10. Professor M Crossley, Deputy Vice-Chancellor, Academic & Student Life (DVCASL)
11. Professor T Cumming, Arts, Design & Architecture
12. Professor M Davis, Such other Person (SoP), Pro-Vice-Chancellor, Indigenous
13. Professor N Di Girolamo, Medicine & Health
14. Professor N Fisk AM, Deputy Vice-Chancellor, Research & Enterprise (DVCRE)
15. Professor S Foster, Dean of Engineering
16. Professor M Green, Such other Person
17. Professor E Johnston AO, Dean of Science
18. Professor N Kessissoglou, Engineering
19. Professor N Klein, Such other Person
20. Professor L Lixinski, Law & Justice
21. Professor A Lynch, Dean of Law & Justice (Acting)
22. Professor J Morris, Pro-Vice-Chancellor, Research Training & Entrepreneurship and Dean of Graduate Research
23. Professor A Munster, Arts, Design & Architecture
24. Professor S Parameswaran, Engineering
25. Professor V Perkovic, Dean of Medicine & Health
26. Professor T Ray, UNSW Canberra
27. Professor J Seidel, Science
28. Professor H Sidhu, Rector of UNSW Canberra (Acting)
29. Professor A Simmons AM, Provost
30. Professor A Steel, Law & Justice
31. Professor C Styles, Dean of Business School
32. Professor M Tani Bertuol, UNSW Canberra
33. Professor M Uncles, Business School
34. Professor R Wilkinson, Pro-Vice-Chancellor, Education & Student Experience (PVCESE)
35. Professor S Zlatanova, Arts, Design & Architecture
36. Professor A Zwi, Arts, Design & Architecture
37. Associate Professor S Clark, Engineering
38. Associate Professor C Collins, Business School
39. Associate Professor S Egan, Science
40. Associate Professor H Kleine, UNSW Canberra
41. Associate Professor M Michael, Arts, Design & Architecture
42. Associate Professor M Nehme, Law & Justice
43. Dr N Castano Rodriguez, SoP, Representative of the Early Career Academic Network (ECAN) Executive Committee
44. Dr R Green, Arts, Design & Architecture
45. Dr B Oo, Arts, Design & Architecture
46. Dr J Steele, Science
47. Mr T Abdulsalam, Higher Degree Research Student
48. Mr J Fox, Arts, Design & Architecture
49. Mr M Gajdhar, Undergraduate Student

50. Mr S Kaura, Postgraduate Student
51. Mr T Kennedy, President of the UNSW Student Representative Council (SRC)
52. Ms SS Kumar, Postgraduate Student
53. Ms L Montague, Indigenous Student Representative
54. Ms S Nandakumar, Chair of Arc @ UNSW Board
55. Mr J (S) Ofor, Postgraduate Council President

APOLOGIES: Scientia Professor M Santamouris, Arts, Design & Architecture
Professor G Lodewijks, Science
Professor S Loo, Arts, Design & Architecture
Associate Professor J Bryant, Arts, Design & Architecture
Associate Professor T Wilcox, Such other Person
Dr J Galliot, UNSW Canberra
Dr D Moreau, Engineering
Dr M Pervaz Iqbal, Medicine & Health
Dr A Unnikrishnan, Medicine & Health
Ms N Laba, Higher Degree Research Student
Mr R Loo, Undergraduate Student
Officer Cadet D Allen, UNSW Canberra student

IN ATTENDANCE: Mr L Betbeder-Matibet (for 12.1), Mr M Borchert, Mr J Fitzgibbon,
Ms K George, Mr D Gleeson, Ms S Mohamed, Mr N Morris, Ms M Pavelkova
and Ms L Robinson

SECRETARY: Ms F Velosa, Senior Governance Officer

Quorum: 20
RAMS: 2021/000280

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 second AB meeting of 2021. AB accepted the apologies received from AB members for the meeting.

2. Minutes of the previous meeting held on 30 March 2021

RESOLVED

The Academic Board confirmed the minutes of the meeting held on 30 March 2021 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 Appointment of Such other Persons to AB: Council resolution of 12 April 2021

- AB noted the Council resolution of 12 April 2021, which confirmed the approval of the appointment of:
- Professor Natalie Klein, Postgraduate Re-enrolment Appeals Committee Chair, to the Academic Board for the period from 12 April 2021 to 31 December 2022; and
 - Associate Professor Tracy Wilcox, Program Review Committee Chair, to the Academic Board for the period from 12 April 2021 to 30 June 2023.

3.2 **Amendments to the UNSW Rules – Terms of Reference of Committees: Council Resolution of 12 April 2021**

AB noted the Council resolution of 12 April 2021, which confirmed the approval of amended Committee Terms of Reference.

3.3 **Lessons Learnt from COVID**

AB noted the recommendations from the lessons learnt from COVID-19.

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

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

5. **Confirmation of confidential items**

AB confirmed that there were no confidential items.

B PRESIDENTS' BUSINESS

6. **Report of the AB President (Chair)**

AB received and noted the Chair's report. The Chair added that the University would likely announce the appointment of a new Vice-Chancellor in July 2021 as the process for appointment was well advanced.

6.1 **Revisions to the AB Standing Orders**

RESOLVED

The Academic Board approved the proposed revisions to the AB Standing Orders.

6.2 **Results of AB elections, T1 2021, and filling of Faculty representative vacancies**

AB noted the results of the 2021 AB staff elections and the nominations received from the Deans to fill the vacancies for which the Elections Office had received no self-nominations.

The Chair congratulated all the elected and nominated members who would take up office on 1 July 2021.

6.3 **Appointment of Such other Person (SoP) to AB**

RESOLVED

The Academic Board recommended that Council approve the appointment of Dr Nicole Gardner as a Such other Person to the Academic Board for a term from 1 July 2021 to 30 June 2023.

Note for the record

- The Chair explained that the intention of the nomination of Dr Gardner was to include continuity of representation from the former Faculty of the Built Environment and to reflect some of the equity, diversity and inclusion principles outlined in the [Representation on UNSW Committee and Decision-Making Borides Procedure](#).
- AB noted that the AB membership from 1 July 2021 did not include a Professor from Art & Design. The Chair reported that he would consider the matter at the Academic Board Advisory Committee of 10 June 2021 and report back to AB.

6.4 **Election schedule for AB President and two Deputy Presidents for a term from 1 July 2021 to 30 June 2023**

AB noted the election schedule for the AB President and two Deputy Presidents, and that AB members would receive an email notification from the Elections Office to

submit self-nominations to elections@unsw.edu.au between 9am on Monday 17 May 2021 and 4pm on Monday 24 May 2021.

6.5 Amendments to the UAQC ToR in the UNSW Rules

RESOLVED

The Academic Board recommended that Council approve the proposed amendments to the Terms of Reference of the University Academic Quality Committee (UAQC), as detailed in the document presented.

Note for the record

Professor Crossley noted the addition of the University Librarian (Mr Borchert) to the UAQC membership as a critical development, given the important role of the Library for both students and staff in the University community.

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

On behalf of the University community, the VC offered his deepest sympathy to UNSW students, alumni and staff as well as their families and friends affected by the continuing COVID emergency in countries across the world. He referred to a video message of support that he had recorded for inclusion in [Inside UNSW](#), which would be distributed later in the day.

AB noted the following:

- UNSW would continue to try to exert influence on public policy and measures to allow more students to return to campus. Professor Simmons reported that proposals to have international students return to Australia may lead to a positive announcement via the media in the near future.
- The University's financial situation at the end of 2020, though tight, was better than expected. The workplace changes in 2020 had been necessary to prevent a large deficit occurring in 2021.

The VC thanked everyone involved in organising COVID-safe graduation ceremonies on campus during the month, which brought welcome joy and vibrancy to the campus and the University community.

The VC congratulated Professor Foster on his recent appointment as Dean of Engineering.

The Chair thanked the VC for his report.

8. Questions on Notice (QoN) – Nil

C PRESENTATIONS AND DISCUSSION TOPICS

9. UNSW Foreign Interference Framework and Mandatory Disclosures by Staff

Scientia Professor Williams presented on the UNSW Framework to counter foreign interference in response to the heightened interest the University was experiencing in foreign interference from the Australian Research Council, ASIO, TEQSA, the Federal Attorney General's Department and the media.

AB noted the following:

- The UNSW Framework was based on what the University had identified as best practice by government agencies and within the sector, and was consistent with the University Foreign Interference Taskforce (UFIT) guidelines.
- The University had shared its Framework with senior political leaders, key departments and agencies, including Defence, Foreign Affairs, Home Affairs and ASIO – with positive responses as there was confidence in the UNSW approach to these matters. No further actions had been identified to be taken by UNSW.

- The mandatory disclosure of interests formed part of the UNSW Framework, which required staff to provide annual and real-time mandatory disclosures relating to any possible conflicts of interest and/or foreign affiliations.

Scientia Professor Williams reported on the preliminary results of the staff disclosures requested in March 2021 and AB noted that the University would:

- analyse all the 2021 disclosures for themes and concerns for follow-up actions such as training and policy change,
- ensure real-time disclosure for new matters before the next annual disclosure round, and
- use feedback to improve the 2022 disclosure process.

Professor Fisk confirmed that the University acknowledged the impact of this scrutiny on researchers and their applications for research grants. AB members noted the University commitment to apply due diligence by advising, supporting and protecting UNSW researchers as far as possible, through central (HR) processes.

The Chair noted that this matter was evolving rapidly and that staff would receive more information and supervisors more training on the requirements. AB members noted they would receive a copy of the presentation, and that it was not for distribution outside the University.

The Chair thanked Scientia Professor Williams for his presentation and Professor Fisk for his update on the research aspect of this scrutiny.

10. Standardised Late Assessment Submission Penalties – student proposal

Mr Kennedy summarised the student concerns about late assessment submission penalties, especially inconsistencies across the University, as contained in his paper.

AB discussed the concerns and agreed on the following:

- Late penalties should be explicit in all course outlines to avoid confusion among students, and students should familiarise themselves with this information.
- Deadlines and penalties/consequences form an important part of normal professional life and work.
- Academics needed to provide timely feedback, which became increasingly difficult and affected both staff and students when some students did not meet submission deadlines.
- The nature of the assessment task was an important consideration in this matter.
- A degree of standardisation of late submission penalties would benefit both staff and students.

The Chair referred this item back to UAQC to:

- consider whether UNSW should move to having standardised late assessment submission penalties, and what the maximum penalty per day and the cut-off for submission should be, and
- formulate guidelines/rules for late assessment submission penalties, including online assessment penalties, and communicate this information to staff and students.

The Chair thanked Mr Kennedy for his paper and for bringing this matter to the attention of the University.

D REPORTS

11. Deputy Vice-Chancellor, Academic & Student Life (DVCASL)

The Academic Board received and noted the report of the Deputy Vice-Chancellor, Academic & Student Life (DVCASL).

Professor Crossley updated AB on a range of student-related matters, including student recruitment, enrolment numbers, the T3 2021 pipeline, and domestic undergraduate guaranteed entry.

Professor Crossley thanked academics for their teaching in T1 2021, whether blended or fully online, and acknowledged their workload challenges and their ability to continue to adapt and innovate successfully. He thanked staff for listening to the student voice and noted their excellent work was reflected in the outstanding results of the recent student experience survey, which Professor Wilkinson would share under item 11.1.

The Chair thanked Professor Crossley for his report.

11.1 **myExperience T1 2021 Results**

Professor Wilkinson presented an analysis of the remarkable results of the recently concluded T1 2021 myExperience survey for which he congratulated the University community. He thanked academics and Faculties for their hard work and dedication in achieving excellent results, including the highest response rate ever, which provided significant insight into the student experience in terms of quality and range of data.

AB noted the following:

- There was a positive correlation between student satisfaction and higher response rates.
- Domestic and international undergraduate students reported the highest ever teaching satisfaction, despite following on from the most difficult year in higher education.
- The results included the highest ever postgraduate student satisfaction and first 90+ result.
- Teaching quality remained the most positive theme in T1 2021.
- Student comments continued to indicate assessment and feedback as the most significant area of student concern, which the University would continue to address.

AB noted that the University hoped that the excellent myExperience results would eventually be reflected in the QILT SES results and that the Education and Student Experience strategy *Listening, Challenging, Supporting* would drive further improvements in student experience and student survey results.

The Chair thanked Professor Wilkinson for his analysis and congratulated everyone on their contributions to the results. AB members noted they would receive a copy of the presentation.

11.1.1 **myExperience Dashboard Release Update**

Professor Wilkinson updated AB on the release of the myExperience Dashboards to staff later in the day and the planned release to students in the future.

AB noted the following approach to sharing data:

- Only quantitative course results would be published in an easy to use dashboard.
- Data would be made available following secure login to the UNSW Power BI enterprise tool.
- Staff and students would be able to browse courses to view data.
- Only data for courses where two or more academic staff taught into the course and where there were 10 or more responses would be displayed.

AB acknowledged the hard work involved in developing the dashboards and noted the importance of ensuring appropriate data representations, interpretation and contextualisation, as discussed at the 20 October 2020 AB meeting.

Professor Wilkinson thanked Ms George and her team as well as IT for their work on the dashboards, and invited staff to provide him with feedback on improvements and discuss specific concerns with him.

Mr Kennedy thanked Professor Wilkinson for the development of the dashboards and reported that students would be more likely to engage with the University community if they could see the benefits of their feedback.

The Chair thanked Professor Wilkinson for his update.

11.2 ***Inspira* Update**

Professor Steel (Director of Teaching Strategy) presented on the *Inspira* digital assessment platform T1 trial participation, noting that it was not aimed at providing invigilation of online examinations. He thanked all the participating schools for their involvement and reported he would continue to welcome early adopters to pilot the system as more features were built.

AB noted the following:

- Student feedback revealed that 83% of students wanted UNSW to move to *Inspira*, which was easy and intuitive to use, and had a tidy interface with quick navigation.
- The *Inspira* integration timetable would be finalised with the aim of building it by T2 2022.
- The University would focus on communicating the features and efficient use of *Inspira* to staff, noting that the value-add for staff would vary between staff and disciplines, and would be assessed in more detail in coming months.
- Professor Steel would work with the Faculties to audit courses and determine an implementation plan for:
 - courses/Schools able to move onto *Inspira* in 2022,
 - courses/Schools that would need more time to adapt, and
 - courses/Schools with assessment that would be better suited to an alternative platform.

The Chair thanked Professor Steel for his overview, noting that he would continue to update AB on *Inspira* at future meetings. AB members noted they would receive a copy of the presentation after the meeting.

11.3 **Update on TEQSA-related Matters**

AB noted the update on TEQSA-related matters.

12. **Deputy Vice-Chancellor, Research & Enterprise (DVCRE)**

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

Professor Fisk highlighted the MRFF (Medical Research Future Fund) update, noting that UNSW had secured the most funding (\$164.3M) in the 2017-2020 period, mostly via its affiliated MRIs.

AB noted updates on the following:

- UNSW's submission to the University Research Commercialisation Consultation.
- HDR enrolments, specifically 268 approvals to commence their candidature offshore due to COVID-19 travel restrictions and securing 28 entry permits for HDR candidates.

- Knowledge Exchange (KE) was ahead of the Q1 2021 target.

The Chair thanked Professor Fisk for his report.

12.1 Research Data Management (RDM) – An Update & Next Steps

Professor Morris and Mr Betbeder-Matibet (Director, Research Technology Services) presented on Research Data Management under the following headings:

- Program overview, initiated in 2018 in response to Internal Audit findings
- Updates on the researcher training team and online training modules
- Updates on data management plans and data classification
- Updates on supported tools, and data team help and advice

AB noted the next steps:

- Library's Next Generation Data Repository
- Retoolkit: data storage provisioning based in project metadata
- Defence Data: new policies and processes for secure data handling, DISP accreditation including systems and platforms

AB noted the following emerging issues:

- Data management and tools: better support for undergraduate, honours and masters students undertaking research
- Managing data storage: capacity, cost and retention questions as data increases past 10PB and agreeing on what to retain

AB acknowledged the good work of all the research teams working on research data management, which was resulting in clear improvements.

The Chair thanked Professor Morris and Mr Betbeder-Matibet for the presentation and their updates on the systems in place to assist the proper attention to, and management of, research data, which included aspects relevant to countering foreign interference. AB members noted they would receive a copy of the presentation.

E POLICIES AND PROCEDURES – Nil

F ACADEMIC OFFERINGS

13. Academic Programs & Specialisations (new & revised), recommended by ABPC of 16 April 2021

RESOLVED

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

Business School – Postgraduate new

13.1 INFSNS Cybersecurity, Risk and Privacy

Law & Justice

Undergraduate revisions

13.2 4701 Bachelor of Laws

13.3 4702 Bachelor of Laws (Honours)

Postgraduate revision

13.4 9150 Juris Doctor (Masters Extended)

UNSW Canberra – Undergraduate new (Bachelor of Engineering (Honours))

13.5 4484 Naval Architecture (Honours)

13.6 4485 Naval Architecture (Honours) (CDF) [CDF: Chief of Defence Force]

14. Higher Doctorates – Nil

15. Academic Partnerships – Nil

G MINUTES

16. AB Committees, University Committees, Board of Studies (BoS) & Faculty Boards

The Academic Board received and noted the following minutes:

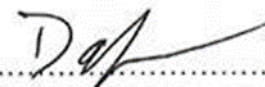
- 16.1 Program Review Committee (PRC)
 - 25 March 2021 (unconfirmed)
- 16.2 Academic Board Programs Committee (ABPC)
 - 16 April 2021 (unconfirmed)
- 16.3 University Academic Quality Committee (UAQC)
 - 10 March 2021 (confirmed)
- 16.4 University Higher Degree Research Committee (UHDRC)
 - 15 April 2021 (unconfirmed)
- 16.5 Arts, Design & Architecture
 - 22 March 2021 (confirmed)
- 16.6 Business School
 - 18 March 2021 (unconfirmed)
- 16.7 Engineering
 - 9 April 2021 (unconfirmed)
- 16.8 Law & Justice
 - 24 March 2021 (signed)
- 16.9 Medicine & Health
 - 6 April 2021 (unconfirmed)
- 16.10 Science
 - 11 March 2021 (signed)

H OTHER BUSINESS

17. Business without notice – Nil

The Chair declared the meeting closed at 12.25pm.

Next scheduled meeting: Tuesday 22 June 2021, 10am to 12.30pm



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Professor David Cohen

Chair
22 June 2021