Academic Board (AB), Minutes of Meeting

DATE: Tuesday 10 October 2023
TIME: 10am-12.30pm
VENUE: Level 3 Boardroom, Chancellery and via Microsoft Teams ('online' refers to online attendance only – otherwise, attendance was in person)

PRESENT

1. Professor S Kable, Science, AB President and Chair
2. Professor S Scott, UNSW Canberra, AB Deputy President
3. Scientia Associate Professor LA Rollins, Science, AB Deputy President
4. Scientia Professor V Perkovic, Provost
5. Scientia Professor G Williams AO, Deputy Vice-Chancellor, Transformation, Planning & Assurance (DVCTPA)
6. Professor C Annesley, Dean of Arts, Design & Architecture (online)
7. Professor A Brungs, Vice-Chancellor (VC) (online)
8. Professor M Crossley AM, DVC, Academic Quality (DVCAQ)
9. Professor N Garg, Business School (online)
10. Professor B Golder, Law & Justice (online)
11. Professor F Johns, Law & Justice
12. Professor A Lynch, Dean of Law & Justice (online)
13. Professor S Maddison, DVC, Education and Student Experience (DVCESE)
14. Professor D McCamey, Pro-Vice-Chancellor, Research (PVCR)
15. Professor S McIntyre, Arts, Design & Architecture (online)
16. Professor J Morris, PVC, Research Training (PVCRT) and Dean of Graduate Research
17. Professor P Mostaghimi, Engineering (online)
18. Professor A Ortmann, Business School (online)
19. Professor Z Peng, Engineering (online)
20. Professor L Ravelli, Arts, Design & Architecture
21. Professor K Rye, Medicine & Health
22. Professor E Sparks, Rector of UNSW Canberra (online)
23. Professor A Steel, Acting PVC, Education & Student Experience (online)
24. Professor C Styles, Dean of Business School
25. Professor A Torda, Interim Dean of Medicine & Health
26. Associate Professor J Arcot, Engineering (online)
27. Associate Professor S Clark, Engineering (online)
28. Associate Professor T Frankcombe, UNSW Canberra
29. Associate Professor M Humphrey-Jenner, Business (online)
30. Associate Professor M Michael, Arts, Design & Architecture (online)
31. Dr N Castano Rodriguez, Such other Person, Representative of the Early Career Academic Network (ECAN) Executive Committee (online)
32. Dr M Ghodrat, UNSW Canberra (online)
33. Dr K Manwaring, Law & Justice (online)
34. Dr J Metzger, Law & Justice
35. Dr J Steele, Science (online)
36. Dr C van Toorn, Business School
37. M McBurnie, Postgraduate Student
38. Mr J Lowinger, Undergraduate Student (online)
39. Mr Z Morris, Undergraduate Student
40. Ms A Mukunthan, Chair of Arc @ UNSW Board (online)
41. Mr B Radojkovic, Medicine & Health
42. Mr A Sunjaya, President of Postgraduate Council (PGC)
43. Ms K Watson, Arts, Design & Architecture
44. Officer Cadet H Hutchinson, UNSW Canberra Student

APOLOGIES: Scientia Professor S Rogge, Dean, Science
                       Professor N Fisk AM, DVC, Research & Enterprise (DVC RE)
                       Professor S Foster, Dean of Engineering

Professor S Killcross, Science
Professor N Klein, Such other Person
Professor M Tani Bertuol, UNSW Canberra
Professor M Willcox, Medicine & Health
Associate Professor R McKetin, Medicine & Health
Associate Professor B Watson, Acting DVC, Equity, Diversity & Inclusion (DVCEDI)
Dr D Perche, Such other Person
Ms I Cruz Aroca, Postgraduate Student
Mr J Karras, Higher Degree Research Student
Mr H Salehi, Higher Degree Research Student
Ms P Sedgwick, President, Student Representative Council (SRC)

IN ATTENDANCE: Professors C Grant (online), P Hazell (online for item 11), L Holt and L Piggott (online)
Associate Professor A Heywood (for Dr Perche)
Drs R LeBard (for Professor Rogge); A Mukhopadhyay and J Strauss
Mr M Borchert, Mr J Fitzgibbon (online), Mr N Morris (online),
Ms M Pavelkova, Ms L Stratford (online) and Ms F Wong (online for item 12)

SECRETARY: Ms F Velosa, Senior Governance Officer

Quorum: 20
RAMS: 2023/000227

A   PROCEDURAL MATTERS

1.   Welcome, apologies and leave of absence
The Chair extended his respects to Elders past and present, and acknowledged the Traditional Custodians of all the lands from which members were joining the meeting.

The Chair welcomed everyone to the meeting, with particular reference to the following:
- Professor Perkovic as Provost
- Professor Torda, Interim Dean of Medicine & Health
- Officer Cadet H Hutchinson, UNSW Canberra Student – attending in person
- Professor Grant, DVC Global
- Professor Holt, DVC Indigenous

The AB accepted the apologies received from AB members for the meeting, as listed above.

2.   Minutes of the previous meeting held on 15 August 2023

RESOLVED
The Academic Board confirmed the minutes of its meeting held on 15 August 2023 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   Advice and guidance on what is possible regarding stackability and RPL requirements of Graduate Certificates under current academic policies, and potential reputational impact
The AB noted Professor Crossley's written response provided in the meeting pack.

Regarding the matter arising under item 12.1 in the 15 August 2023 AB minutes, the Chair reported that Professor Morris would include an update on the use of Research Training Program RTP funds distributed to Faculties in support of HDR students, including for

conference attendance and professional development in his report to the November AB meeting.

The Chair also noted the request under item 18 of the 15 August 2023 AB minutes for the Faculty of Engineering to provide an update to the Academic Board Programs Committee and/or the AB on the impacts of, and learnings from, the new model of the postgraduate coursework suite of programs in the Information Technology, Engineering Science and Food Science programs, after one year of delivering the new programs – and a further update when the first cohort graduates.

4. **Responsibilities of Officership and Student Officership**
    The AB noted the Responsibilities of Officership and Student Officership.

5. **Declarations of Conflicts of Interest**
    The Chair called for declarations of conflicts of interest with any matters before the AB. No declarations were provided.

6. **Starring of items, adoption of unstarred items and rearrangement of the agenda**
    The AB did not star additional items for discussion and carried a motion to adopt all the unstarred items.

7. **Confirmation of confidential items**
    The AB noted the confidentiality of items 12 and 15 to the Academic Board.

B   PRESIDENT'S BUSINESS

8. **Report of the AB President**
    The AB noted the October 2023 report of the AB President who noted that he was working with Mr Glover, Director of Risk, on establishing an academic risk register for UNSW and that a report on the high priority academic risks would be provided at a future AB meeting for discussion.

    The Chair also highlighted the following:
    - UNSW is due for its next, seven-yearly, external review of academic governance, with the review panel to be appointed by the end of 2023 and a review to be completed in 2024.
    - With the establishment of UNSW College as a separate Higher Education Provider (HEP), programs offered by the UNSW College will be approved by their Academic Board. To ensure good communication between the two Academic Boards, there would be an AB attendee on each of the Boards from the other Board.
    - There is also a position for at least one AB member on the Academic Programs Advisory Group (APAG), which advises the Academic Board Programs Committee (ABPC) on academic offerings.

    The Chair invited AB members to email him at acad.board@unsw.edu.au if interested in being an attendee of the UNSW College AB and/or APAG.

    8.1 **Associate Professor Promotions – effective from 1 January 2024**
         The AB noted the promotions and congratulated Dr R LeBard who was attending the AB meeting for the Dean of Science and the following four AB members on their promotion to Associate Professor:
         - K Manwaring
         - D Perche
         - N Rodriguez
         - K Watson

8.2 Academic Board and Faculty Boards: 2023 Student Elections Schedule and Notices
The AB noted the schedule and notices for the 2023 student elections for membership of the Academic Board and the University's Faculty Boards.

9. Question on Notice (QoN) – minimum requirement for attendance of lectures and tutorials
The AB noted the written response to the question on notice provided in the meeting pack.

10. Report of the Vice-Chancellor (VC)
The VC's update included the following:

- Senior appointments made since the last AB meeting include Scientia Professor Perkovic as Provost, Professor Holt as DVC, Indigenous, and Mr Cross as Chief of Staff (from 11 December 2023). The recruitment of the new DVC, Societal Impact, Equity and Engagement is well under way with an announcement expected before the end of the year.
- The Plenary sessions held in September 2023 provided a forum for the leaders of all Faculties and Divisions to get together, twice a year, to discuss progress updates and future planning.
- The 2024 UNSW Operational Plan will be developed and presented to the AB in early 2024.
- The Australian Universities Accord (AUA) Interim Report included consideration of how to support student equity access and student success at all stages. The report called out the safety of students on campus and gendered violence at universities as a cause for concern. As UNSW takes this matter seriously, the University had implemented the 'Stop. Empower. Support' UNSW Gendered Violence Strategy and Action Plan 2022-2025, which has led to increased awareness by UNSW staff and students of the gendered violence reporting portals.

The Chair thanked the VC for his report.

C   PRESENTATIONS AND DISCUSSION TOPICS
11. UNSW Canberra School of Professional Studies (CSPS)
Professor Sparks introduced Professor Hazell (Acting Head of School of CSPS) to present on the CSPS at the city campus of UNSW Canberra. Professor Hazell thanked the Chair and Professor Sparks for the opportunity to present on the CSPS and the development of new programs.

Professor Hazell provided PowerPoint slides to brief the Board on the following:
- The new CSPS was established as the first School at the new UNSW Canberra City Campus – designed for 6 000 students.
- The concept is that CSPS will provide a structure to nurture new disciplines until they have the critical mass to spin out a new School.
- The new School currently has 10 academic staff with a focus on Cyber Security (8) and Public Sector Leadership (2). Staff numbers are expected to grow to support new programs.
- The School will be heavily oriented to postgraduate education, although undergraduate programs will also be offered.
- The Master of Cyber Security (Online) is already delivered in partnership with the Faculty of Engineering, UNSW Online and Keypath.
- Other new programs approved for the 2024 intake include the Bachelor of Cyber Security, Graduate Certificates in Cyber Security Leadership and Public Sector Leadership (in collaboration with AGSM) and new research programs (PhD and MRes).

- New postgraduate programs in Public Sector Leadership/Innovation and Space & Space Technologies and Advanced Manufacturing are planned for development and approval in the 2025-2026 timeframe.

Professor Hazell invited AB members and the wider academic community to contact him about collaborating with the new School to leverage the exciting opportunities of the new UNSW Canberra City Campus.

The Chair thanked Professor Hazell for his presentation, which would be circulated to the AB.

12. **3+ Academic Calendar Review**
Professor Williams updated the AB on recent discussions about the UNSW3+ calendar (trimesters) by the University Leadership Team (ULT) and UNSW Council. As UNSW is in its 5th year since UNSW3+ was implemented in 2019, ULT agreed in March 2023 that it was time to review how 3+ was faring against the original business case.

Professor Williams provided the following background:
- Evidence was obtained from many objective sources as well as qualitative data from staff and student surveys.
- It is evident that students are using the calendar flexibly with changing enrolment patterns before and after the introduction of the trimesters – about 30% of students are choosing to take nine courses per year compared to <1% of students previously.
- International students utilise this flexibility more than domestic students, perhaps to shorten their time in Australia.
- The 3+ calendar has also allowed for better utilisation of teaching spaces with a 13% decrease in space demand in 2019 versus 2018. Since then, space demands have increased, particularly midweek (Tue-Thu), attributed to avoiding Monday and Friday due to public holidays.
- Demand for specific space types has also changed, eg flat spaces versus tiered theatres.
- Although UNSW international student numbers have increased slightly since 2017, it seems likely that effects other than the calendar have a greater impact on international student enrolments.
- Since 2017, UNSW's share of UAC domestic first preferences has increased across the Sydney basin universities. However, the significant increase in early entry places offered by some of UNSW's competitors means that there are fewer total UAC application numbers, thus a larger slice of a smaller pie.

The AB noted the following feedback and insights obtained during the review:
- In qualitative feedback, students (based on a small sample) reported on the benefits of increased flexibility (27%) offset by increased complexity (28%) and that the 3+ workload was harder to manage (46%).
- The biggest impact on students is on their lifestyle with less time for paid work (40%), less time to participate in non-academic activities (41%), and difficulty in socialising with friends at other universities (63%).
- Staff surveys (based on a larger sample) called out the relentlessness of assessment and special consideration. A shortened term was attributed to increased workload during term, especially for education-focused (EF) and professional staff. Staff reported they could not get the work done in normal hours.
- It is clear that the tight turnover between terms is causing significant workload and anxiety issues for both staff and students, which are more pronounced for specific staff and student cohorts.
- Staff reported a lack of trust and poor communication between UNSW leadership and staff in the change to 3+ and the need to be engaged in any future change discussions.

Professor Williams listed the following outcomes of the 3+ review and the next steps:

- The UNSW calendar needs to change. However, any calendar change cannot be implemented for at least two years because of the current space constraints.
- In the next two years, UNSW will design the calendar best suited to the needs of its students and staff across all programs as part of the development of UNSW Strategy 2035, with student and staff consultation throughout the process, starting with the Heads of School (HoS) Forum on 26 October 2023.

The AB noted that in the short term, the University will provide further resources to address pain points (immediate actions) and implement critical changes to support staff and students – 'no regret activities' – in the following:
- program and course redesign,
- process and system improvement,
- resetting resourcing and the workload models, and
- campus expansion, the design of new facilities and the analysis of space utilisation.

The Chair thanked Professor Williams for the update.

D   REPORTS

13.   Deputy Vice-Chancellor, Academic Quality (DVCAQ)
The AB noted the report of the DVCAQ. Professor Crossley highlighted the T2 2023 myExperience results provided in the AB meeting papers:
- The undergraduate myExperience has remained very stable for 3 years while the postgraduate overall course satisfaction has shown an upward trend over the past 3 years in most Faculties.
- There are some Faculty differences with Medicine & Health; Arts, Design & Architecture; and Law & Justice having overall course satisfaction above 85% while Engineering, Science and the Business School were closer to 80%.
- UNSW is unusual in that international student satisfaction is about 10% higher than domestic.

Professor Crossley noted that he did not think the current reporting and volume of myExperience and QILT student experience data to the Board were optimal, especially as the reporting periods were different with different academic calendars. He reported that he would consider providing an annual report with higher level take-home messages, with a simplified report on a term-by-term basis.

The Chair thanked Professor Crossley for the overview of the myExperience results.

14.   Deputy Vice-Chancellor, Education and Student Experience (DVCESE)
AB noted the report of the DVCESE. Professor Maddison presented slides to report on the Student Experience (SX) and Nexus programs, and their interconnectedness:
- Following a series of workshops across the University in 2022, the SX and Nexus programs continue to invest in an improved student experience and aim to drive UNSW's commitment to academic excellence.
- The SX Program focusses on institute-wide changes, while the Nexus Program is a key enabler to achieving some of these deliverables in the classroom and offers support for educators to innovate and benefit from innovations.
- The SX Program has 5 workstreams:
  Assessment & Feedback; (student) Belonging & Onboarding; Scaling the Course Design Institute; Program Simplification; and Student Lifecycle Processes.
- The first two SX workstreams liberally align with two of the Nexus themes: Assessment & Feedback; and Belonging & Wellbeing.
- The other Nexus themes are: Learning Technologies & Digital Literacy; WIL & Industry Relevant Learning; Societal Impact; and Diversity & Inclusion.

The AB noted that regular updates on several of the SX themes would be provided as they remain of ongoing interest to AB members, as detailed in the presentation.

The Chair thanked Professor Maddison for her report and presentation, a copy of which would be sent to AB members after the meeting.

15. **Deputy Vice-Chancellor, Research & Enterprise (DVCRE) – Confidential to the AB**
The AB noted the report of the DVCRE, Professor Fisk.

In the absence of Professor Fisk, PVC Research Professor McCamey reported on the Times Higher Education (THE) World University Rankings (WUR). He provided a brief analysis of the UNSW ranking, which fell by 13 places to 84th even though UNSW's raw scores improved on most research metrics. The fall in UNSW's rank could be largely attributed to two aspects: changes in methodology and the reputation score. To a certain extent, this change in ranking was similar to the changes in methodology in the QS WUR rankings earlier in 2023, which saw UNSW rise significantly (26 places) to equal 19th (with the University of Sydney).

Professor McCamey also reported on potential upcoming changes to the Australian Research Council (ARC) National Competitive Grants Program (NCGP) as a result of the recent review of the ARC. Proposed to the Minister of Education is a new two-stage application process: short expressions of interest (and eligibility criteria) would first be assessed by the ARC and the College of Experts, with a smaller number (a fraction of ~25% is possible) invited to full proposal. The full proposal would be reviewed in a similar way to the existing review, with expert assessors (national and international) and general assessors (College members) assessing the final proposal – with a success rate that might be about 50%.

The Chair thanked Professor McCamey for his overview of the DVCRE report.

E   POLICIES AND PROCEDURES
16. **Academic Offerings Monitoring and Review Procedure**
The Academic Board endorsed the revised *Academic Offerings Monitoring and Review Procedure* for approval by the DVC Academic Quality.

F   ACADEMIC OFFERINGS, FACULTIES AND BOARD OF STUDIES
17. **Academic Programs & Specialisations (new & revised) as detailed in ECLIPS and recommended by ABPC of 8 September 2023** (see agenda item 20.2 for ABPC minutes)

RESOLVED
The Academic Board approved the following academic proposals, as set out in **ECLIPS**:

Arts, Design & Architecture – undergraduate revisions

17.1   4033 Bachelor of Social Work (Honours) – IELTS update

17.2   3417 Diploma in Language Studies

17.3   COMDF1 Global Development (Major)

17.4   SOCAD1 Sociology and Anthropology (Major)

Engineering – new undergraduate specialisation

17.5   MTRNBH Robotics and Mechatronics Engineering (Honours)

UNSW Canberra – postgraduate revisions

17.6   7351 Graduate Certificate in Logistics Management

17.7   7352 Graduate Certificate in Sustainment Management

17.8   7354 Graduate Certificate in Strategic People Management

17.9   7363 Graduate Certificate in Business Management

17.10   7637 Graduate Certificate in Explosive Ordnance

UNSW Canberra – new undergraduate major

17.11   AINDB1 Indo-Pacific Studies

18.   Higher Doctorates – Nil

19.   Academic Partnerships – Nil

G   MINUTES

20.   AB Committees, University Committees, Board of Studies (BoS) & Faculty Boards
The AB noted the following minutes:

20.1   Program Review Committee (PRC)
- 14 September 2023 (unconfirmed)

20.2   Academic Board Programs Committee (ABPC)
- 8 September 2023 (unconfirmed)

20.3   University Academic Quality Committee (UAQC)
20.3.1 26 July 2023 (confirmed)
20.3.2 13 September 2023 (unconfirmed)

20.4   University Higher Degree Research Committee (UHDRC)
- 3 August 2023 (confirmed)

20.5   University Research Committee (URC)
- 17 August 2023 (unconfirmed)

20.6   Arts, Design & Architecture
20.6.1 26 June 2023 (confirmed)
20.6.2 1 September 2023 Circular (Program 4033)

20.7   Business School
- 3 August 2023 (confirmed)

20.8   Engineering
20.8.1 4 August 2023 (unconfirmed)
20.8.2 21 September 2023 email circulation

20.9   Law & Justice
- 2 August 2023 (confirmed)

20.10   Medicine & Health
- 22 August 2023 (unconfirmed)

20.11   Science
- 27 July 2023 (confirmed)

20.12   University Board of Studies (BoS)
- 30 August 2023 (unconfirmed)

20.13   UNSW Canberra
- 24 July 2023 (unconfirmed)

<mark>**H   OTHER BUSINESS**</mark>

21.   Governance Approval Timelines for 2025 Academic Offerings – and proposed 2024 Academic Board and Committee Meeting Dates
The AB noted the governance approval timelines for 2025 academic offerings – for circulation at Faculty level.

Governance would issue AB Outlook meeting invitations for the following proposed 2024 AB meeting dates for meetings from 10am to 12.30pm:
Tuesday 19 March 2024
Tuesday 7 May 2024
Tuesday 25 June 2024
Tuesday 13 August 2024
Tuesday 1 October 2024
Tuesday 19 November 2024

22.   Business without notice
Mr Morris, one of the AB undergraduate student members, requested that staff and students recognise the escalating conflict in the Middle East, as it continued to create a disturbing environment and have a considerable impact on many students, their families and friends. In recognising that there would be difficult days and weeks ahead, practical measures of academic support for students, eg Special Consideration, were being discussed with the Registrar and Director of Student Services, Dr Strauss, and his team. He noted that support for students who feared for their safety on campus would also be required.

The Chair thanked Mr Morris for his request to show compassion for those in the University community affected by the conflict and reiterated the call for mutual kind, supportive, considerate and respectful behaviour during these challenging times.

The Chair thanked everyone for their participation in the meeting and declared it closed at 12.30pm.

Next scheduled meeting: Tuesday 21 November 2023, 10am to 12.30pm

Professor Scott Kable
AB President and Chair
21 November 2023