

Academic Board (AB) Minutes of Meeting

DATE: Tuesday 22 November 2022
TIME: 10am-12.30pm
VENUE: Via Microsoft Teams

PRESENT

1. Professor D Cohen, Science, AB President and Chair
2. Scientia Associate Professor LA Rollins, Science, Acting AB Deputy President
3. Associate Professor C Bond, Law & Justice, Acting AB Deputy President
4. Professor A Brungs, Vice-Chancellor (VC)
5. Professor E Baldry AO, DVC, Equity, Diversity & Inclusion (EDI)
6. Professor M Crossley, DVC, Academic Quality
7. Professor C Doolan, Engineering
8. Professor S Foster, Dean of Engineering
9. Professor B Golder, Such other Person
10. Professor M Green, Medicine & Health
11. Professor F Johns, Law & Justice
12. Professor N Klein, Such other Person
13. Professor L Lutze-Mann, PVC Education & Student Experience (PVCESE) (Acting)
14. Professor A Lynch, Dean of Law & Justice
15. Professor D McCamey, Pro-Vice-Chancellor, Research (PVCR)
16. Professor J Morris, PVC, Research Training & Entrepreneurship and Dean of Graduate Research
17. Professor A Ortmann, Business School
18. Professor V Perkovic, Dean of Medicine & Health
19. Professor L Ravelli, Arts, Design & Architecture
20. Professor S Scott, UNSW Canberra
21. Professor J Seidel, Science
22. Professor A Simmons AM, Provost
23. Professor E Sparks, Rector of UNSW Canberra
24. Professor A Steel, Such other Person
25. Professor M Tani Bertuol, UNSW Canberra
26. Professor M Uncles, Business School
27. Professor W Zhang, Engineering
28. Professor A Zwi, Arts, Design & Architecture
29. Associate Professor S Clark, Engineering
30. Associate Professor D Dong, UNSW Canberra
31. Associate Professor N Garg, Business School
32. Associate Professor R McKetin, Medicine & Health
33. Associate Professor M Michael, Arts, Design & Architecture
34. Dr N Gardner, Such other Person
35. Dr A Khatamianfar, Engineering
36. Dr D Lackerstein, UNSW Canberra
37. Dr J Steele, Science
38. Ms N Bhattacharya, President, Student Representative Council (SRC)
39. Mr J Lowinger, Undergraduate Student
40. M McBurnie, Postgraduate Student
41. Mr J Karras, Postgraduate Council President and Higher Degree Research Student
42. Ms K Watson, Arts, Design & Architecture

APOLOGIES: Scientia Professor S Rogge, Dean, Science
Scientia Professor G Williams AO, Deputy Vice-Chancellor (DVC), Planning & Assurance
Professor C Annesley, Dean of Arts, Design & Architecture (ADA)
Professor N Fisk AM, DVC, Research & Enterprise (DVCRE)
Professor L Lixinski, Law & Justice

Professor C Styles, Dean of Business School
Associate Professor A Heywood, Medicine & Health
Associate Professor T Wilcox, Such other Person
Dr N Castano Rodriguez, Such other Person, Representative of the Early
Career Academic Network (ECAN) Executive Committee
Mr T Abdulsalam, Higher Degree Research Student
Ms E Egilmezer, Postgraduate Student
Ms T McKee, Indigenous Student
Mr C Pearce, Law & Justice
Mr O Pike, Chair of Arc @ UNSW Board and Undergraduate Student
Officer Cadet M Zlateff, UNSW Canberra Student

IN ATTENDANCE: Professor L Piggott
Associate Professors S McIntyre, B Watson (for Dean, ADA), K Wilson (for
item 10)
Mr M Borchert, Ms I Cruz Aroca, Mr J Fitzgibbon, Ms K George,
Mr D Gleeson, Ms S Hilton, Ms S Lightfoot, Mr N Morris, Mr Z Morris,
Ms M Pavelkova, Mr H Salehi, Ms P Sedgwick, Ms L Stratford, Mr A Sunjaya
Officer Cadet H Hutchinson, SBLT J Ryan (for item 10)

SECRETARY: Ms F Velosa, Senior Governance Officer

Quorum: 20
RAMS: 2022/010483

For convenience, items were taken out of agenda order.

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. He welcomed everyone to the meeting of the Academic Board, especially new student members attending as observers ahead of their membership from either December 2022 or January 2023 (see agenda item 6.2).

On behalf of the AB, the Chair thanked the following outgoing student members for their participation on the Academic Board in 2022:

Mr Abdulsalam, Ms Bhattacharya, Ms Egilmezer and OFFCDT Zlateff.

The Chair thanked Associate Professor R McKetin for filling the Medicine & Health vacancy during Associate Professor Feng's maternity leave.

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

2. Minutes of the previous meeting held on 11 October 2022

RESOLVED

The Academic Board confirmed the minutes of its meeting held on 11 October 2022 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 Report on the Review of the Academic Promotions Policy and Procedures (APPP)

The Chair reported he had met with some Heads of Schools and Deans on 21 November 2022 and would meet with others on 23 November 2022 to discuss the draft

recommendations of the Review of APPP, for further consideration at AB in March 2023. The rewrite of relevant policies, procedures and guidelines would follow. He encouraged AB members to send further comments to him for inclusion in the panel deliberations.

3.2 Changes to the Academic Expectations Framework (AEF)

AB noted:

- minor amendments to the Academic Expectations Framework (AEF) to be released at the end of 2022, and
- that the framework would undergo more substantial changes in 2023

The Chair highlighted that a comprehensive review of the entire AEF would be conducted in parallel with the review of Academic Promotions Policy & Procedures (APPP) in 2023 for closer alignment between appointments, the AEF and the APPP.

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

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

5. Confirmation of confidential items

AB noted that no items were marked confidential.

B PRESIDENTS' BUSINESS

6. Report of the AB President

AB noted the November 2022 report of the AB President.

As reported in the AB 2022 Annual Report (agenda item 6.1), the Chair noted the wide range of academic matters that the Board, its Committees and the University Committees had considered and addressed in 2022. He thanked all the Chairs as well as the Board and Committee members for their hard work and contributions during the year, and he reminded everyone to continue to refer matters to the Academic Board or the relevant Committees.

The Chair reminded everyone that self-nominations for the election of the 28 elected academic members of AB would take place in the first half of 2023 for a two-year membership term from 1 July 2023 to 30 June 2025. He encouraged the current elected academic members to re-nominate for election in 2023 or to encourage others to self-nominate.

AB noted the following regarding the elections of the AB President and Deputy Presidents in 2023:

- The elections for the AB President and Deputy Presidents would be held after the election of academic staff to AB.
- AB would need to elect a new AB President in the 2023 election because a President is entitled to serve up to three consecutive terms in that Office, which the current President would have served by the end of his current term.

6.1 AB 2022 Annual Report

AB noted its 2022 Annual Report for submission to UNSW Council of 6 December 2022.

6.2 AB 2022 student election results

AB noted the election of the following student members to AB for a two-year term from 1 January 2023 to 31 December 2024, subject to their continued student enrolment at UNSW:

1. Zachary Morris: undergraduate
2. Isabel Cruz Aroca: postgraduate
3. Hossein Salehi: Higher Degree Research (HDR)

7. Questions on Notice (QoN)

7.1 Academic Staff

AB noted the response from the DVCAQ about academic staff, which indicated the academic staff composition at about 80% research and teaching, 15% education-focussed and an estimated 5% research-focussed.

7.2 Assessment Tasks

AB noted the following response from the DVCAQ about the introduction of standardised late penalties for certain assessment tasks and whether it had been reviewed:

As the change was soft launched in T3 2021 and adopted across UNSW in T1 2022, the best timing for considering this matter would be after the end of 2022 as part of updates to the *Assessment Implementation Procedure*.

8. Report of the Vice-Chancellor (VC)

The VC reported on Federal Government actions relating to the sector and ongoing relations between universities and the government that were strengthening collaboration, including the current [Australian Universities Accord Higher Education Review](#) chaired by Professor O’Kane. Education Minister the Hon Jason Clare MP recently announced key details for the Australian Universities Accord to make a ‘long-term plan’ for universities with the [Terms of Reference](#) of the review covering funding, affordability, employment conditions for staff, and how universities and TAFEs could work together – as set out in the following key priorities:

1. Meeting Australia’s knowledge and skills needs, now and in the future
2. Access and opportunity
3. Investment and affordability
4. Governance, accountability and community
5. The connection between the vocational education and training and higher education systems
6. Quality and sustainability
7. Delivering new knowledge, innovation and capability

AB noted that the Review of Australia’s Higher Education System could see the most significant changes to Australian universities in a generation and that the Review would be discussed at Academic Board early in 2023. The VC reported that an interim report was expected in June 2023 and a final report in December 2023.

The VC thanked the Provost and the Deans and Faculties for all their work during 2022, and for collaborating on the S25 focus areas covering student experience, lifelong learning, research translation, social impact, supporting staff and the community as well as simplifying systems/processes. He referred AB to the important summaries of outputs of the student experience working groups (agenda item 12.1) aimed at enhancing the student experience and addressing the challenges of assessment.

AB noted that the University aimed to make senior appointments of the DVCESE and DVC/VP Global by the end of 2022 and fill other senior leadership vacancies in 2023.

The Provost reminded everyone to be extra vigilant and take the recommended precautions, as per all staff email updates on UNSW’s response to COVID-19, to keep everyone safe during the current spike in COVID-19 cases in the community.

The Chair thanked the VC for his report.

C PRESENTATIONS AND DISCUSSION TOPICS

9. UNSW Canberra

The Chair invited Professor Sparks, the Rector of UNSW Canberra, to present on UNSW Canberra. The presentation included the ADFA (Australian Defence Force Academy) and the Canberra City campus, and provided an overview of the intended developments and an artist's impression of the new campus with views of other institutions in Canberra.

Professor Sparks encouraged everyone to increase connections with colleagues between the University's Sydney and Canberra campuses, and to collaborate on using the existing and new spaces that would become available at the UNSW Canberra campuses.

Professor Sparks discussed the research priorities of the five Schools at UNSW Canberra with 300+ HDR students and 200+ research-active staff who are engaged in Defence-related research across STEM and humanities fields, and who continue to work closely with Defence to identify new research needs and opportunities. It was noted that the growing external engagement remained central to the success of the research efforts.

AB also noted the following:

- UNSW Canberra at ADFA has been preparing future global leaders since 1967 as the official education provider for the Australian Defence Force (ADF), including:
 - Undergraduate degrees for ADF Trainee Officers (TOs)
 - Undergraduate degrees for Defence civilians
 - Undergraduate degrees for domestic civilians
 - Exchange programs with defence colleges overseas
 - Postgraduate coursework and HDR programs
- UNSW Canberra City, located at the centre of Canberra's defence and innovation corridor, will enhance Canberra's innovation corridor links with science, technology, defence, industry and government.
- It was expected that the UNSW Canberra City Campus Phase 1 would open in 2025.

The Chair thanked Professor Sparks for an informative presentation. He advised that AB would receive a copy of the presentation after the meeting and reiterated the intention to hold an AB meeting at UNSW Canberra as soon as possible. Professor Sparks welcomed hosting an AB meeting in Canberra in future.

10. The UNSW Canberra student experience of Trainee Officers (TOs) of the Australian Defence Force Academy (ADFA)

The Chair welcomed OFFCDT Hutchinson to present on the student experience of TOs simultaneously completing a UNSW degree as well as SBLT Ryan and Associate Professor Wilson to the meeting.

OFFCDT Hutchinson gave an informative and entertaining presentation on the experience of an ADFA student, explaining that University classes take place between 10am and about 5.30pm, with the rest of a weekday taken up with roll call, cleaning, inspections, drills, study time and extracurricular activities and sport.

AB noted the following:

- The range of timetables allow TOs to incorporate their studies into the rest of their daily activities and that the two weeks between (2) semesters and (4) terms allow for defence training known as single service training (SST).
- Smaller student cohorts (than at UNSW Sydney) allow for closer relations between staff and students.

- There is significant additional support in place to recognise the challenges that learners face in general and have faced over the last two years – and to those joining from high school.
- UNSW Canberra counsellors meet regularly with the Student Psychology and Wellness team in Sydney.
- Some 3rd-year TOs have opportunities to take on leadership positions ranging from divisional cadet captain to academy cadet captain.

The Chair thanked OFFCDT Hutchinson for his insightful presentation, noting that he looked forward to his participation on AB in 2023 as the UNSW Canberra undergraduate student who is an ADFA Trainee Officer (TO). AB members noted they would receive a copy of the presentation after the meeting.

D REPORTS

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

AB noted the report of the DVCRE, Professor Fisk.

On behalf of Professor Fisk, Professor Morris highlighted the following:

- Since the 11 October 2022 AB meeting, UNSW had garnered an additional 32 major grants, worth just over \$68M, through the excellent efforts of staff in the Faculties/Divisions.
- UNSW dropped one place to 71st in the 2022 THE World University Ranking (WUR) released on 12 October 2022.
- UNSW improved in four of the eleven subjects ranked in the 2022 THE WUR Subject Ranking released on 26 October 2022.
- The report on Gender Equity issues in submissions and outcomes across ARC Fellowship schemes revealed that eligible female academics at UNSW were submitting fewer, yet more competitive, applications than their male counterparts. It was hoped that Faculty and University-wide initiatives, in consultation with the Women in Research Networks and the Athena Swan Program, would increasingly encourage and support female researchers at every career stage to attain a gender diverse and inclusive research workforce.

The Chair thanked Professor Morris for the report.

12. Deputy Vice-Chancellor, Education and Student Experience (DVCESE)

AB noted the report of the Division of the DVCESE.

The Provost reported that UNSW had just over 67 000 students enrolled, 17 500 of whom were new students in 2022. She thanked everyone for their work during the year and asked AB members to pass on the University's gratitude to all staff in the Faculties.

AB noted the following:

- About 80% of international students were onshore and about 4 000 were overseas, mostly in China. Some students were not able to be onshore and others chose to complete their studies overseas.
- Admissions continued to experience very high volumes of new student applications, leading to a processing/assessing backlog. Temporary additional staff were assisting and it was hoped that further resourcing as well as a reduction in the complexity of the rules would help to address application volumes in the medium to long terms.
- The TEQSA requirement that from 30 June 2023 all international students holding a student visa must attend on-campus classes meant that Faculties and Schools must ensure sufficient in-person options timetabled from Term 2 2023 on a course-by-course basis. The University would support staff and students in this regard.

- UNSW staff would attend the South Asia Agent Retreat from 24-25 November 2022 in India to re-engage and re-establish UNSW relations with its South Asia partner network.

The Provost encouraged everyone to attend the [UNSW Education Festival](#) from 21-25 November 2022 to share good practices and celebrate education and educators at UNSW, and improve the student and staff experience.

The Chair thanked the Provost for the report.

12.1 Student Experience Working Groups – summaries of outputs

The Academic Board noted summaries of outputs from the student experience working groups under the following headings:

1. Optimisation of 3+
2. Assessment and feedback
3. Student belonging
4. Educational experience
5. Lifecycle support
6. 2023 and beyond

With clear steps to improve the student and staff experience within the DVCESE Division, including Project X (agenda item 12.2), the Chair noted that the Board would continue to be engaged and consulted in providing further input and progress the initiatives through the University's formal consideration and approvals processes.

12.2 Project X

AB endorsed the scope and focus of the Project X initiative to provide:

- Schools with (50) new academic (EF) and (25) professional staff to enable widespread implementation of educational initiatives aimed at improving the student experience, and
- a mechanism for teaching academics to contribute to, and provide feedback on, centrally developed education programs.

The VC thanked Professor Lutze-Mann and the Deans for their work on this initiative, which would make a huge difference in supporting workload challenges, and improve the student and staff experience.

12.3 Enterprise Course Outlines – Scope of Information

AB endorsed the scope of the information to be included in public-facing enterprise course outlines, which would be delivered by the 'ECOS' Enterprise Course Outline Project.

The Chair thanked the Provost and Professor Lutze-Mann for updating AB on initiatives to improve staff and student experience at UNSW.

13. Deputy Vice-Chancellor, Academic Quality (DVCAQ)

AB noted the report of the DVCAQ, Professor Crossley.

Professor Crossley commended the Main Library on its continual improvements to facilities for students, the work of the Library Peer Mentor Service and excellent work during the year.

AB noted the success of the students undertaking UNSW Global Diplomas, with several Engineering students choosing to undertake postgraduate studies at UNSW, including two accepted into a PhD program.

Professor Crossley congratulated Professor Megan Davis, UNSW's PVC Society, and Aboriginal constitutional and human rights lawyer on her nomination as one of this year's

[NSW Australian of the Year Awards](#) finalists, recognising her contribution and achievements towards constitutional change for First Nations people.

Professor Crossley recommended the [UNSW Education Festival](#) from 21-25 November 2022 and encouraged everyone to attend the excellent presentations on education themes, especially Professor Phillip Dawson's keynote address on '24 ways to address cheating' scheduled for 25 November 2022.

The Chair thanked Professor Crossley for his report.

E POLICIES AND PROCEDURES

14. Oral Examination for HDR Programs – Conditions for Award Policies

AB endorsed the following policies for the approval of the Vice-Chancellor:

14.1 Conditions for Award of Doctor of Philosophy Policy

14.2 Conditions for Award of Professional Doctorates Policy

14.3 Conditions for Award of Master by Research Policy

F ACADEMIC OFFERINGS, FACULTIES AND BOARD OF STUDIES

15. Academic Programs & Specialisations (new & revised), recommended at ABPC of 28 October 2022 (minutes: agenda item 18.2.2) and UHDC of 10 November 2022 as detailed in [ECLIPS](#):

RESOLVED

The Academic Board approved the following academic proposals, as set out in [ECLIPS](#):

Business	
Program – Postgraduate Revision	
15.1	4520 Actuarial Studies (Honours)
Specialisation – Undergraduate Revision	
15.2	FINSD1 Finance Co-op
Engineering	
Specialisation – Postgraduate Revision	
15.3	BIOMES Biomedical Engineering (8621)
Law & Justice	
Program – Postgraduate Revision	
15.4	9201 Master of Law
University Board of Studies (BoS)	
Diplomas – Undergraduate Revisions (UNSW Global)	
15.5	7001 Diploma in Science (UNSW Global)
15.6	7002 Engineering (UNSW Global)
15.7	7003 Computer Science (UNSW Global)
15.8	7004 Business (UNSW Global)
15.9	7005 Media and Communication
15.10	7006 Architecture (UNSW Global)
Medicine & Health	
Programs – New (Research)	
15.11	2802 Master of Health Sciences (Research)

15.12	1801 Health Sciences, Doctor of Philosophy
Specialisations – New (Revisions)	
15.13	DIETAR Dietetics
15.14	DIETBR Dietetics
15.15	EXPTAR Physiotherapy
15.16	EXPTBR Exercise Physiology
15.17	EXPTCR Physiotherapy
15.18	EXPTDR Exercise Physiology
15.19	PHRMAR Pharmacy
15.20	PHRMBR Pharmacy

16. **Higher Doctorates** – Nil

17. **Academic Partnerships** – Nil

G MINUTES

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

The Academic Board received and noted the following minutes:

18.1	Program Review Committee (PRC) <ul style="list-style-type: none">• 10 October 2022 (confirmed)
18.2	Academic Board Programs Committee (ABPC) <ul style="list-style-type: none">18.2.1 9 September 2022 (confirmed)18.2.2 28 October 2022 (unconfirmed)
18.3	University Academic Quality Committee (UAQC) <ul style="list-style-type: none">• 2 November 2022 (unconfirmed)
18.4	University Higher Degree Research Committee (UHDRC) <ul style="list-style-type: none">• 29 September 2022 (confirmed)
18.5	University Research Committee (URC) – Nil
18.6	Arts, Design & Architecture <ul style="list-style-type: none">• 15 August 2022 (confirmed)
18.7	Business School <ul style="list-style-type: none">• 29 September 2022 (unconfirmed)
18.8	Engineering <ul style="list-style-type: none">• 30 September 2022 (unconfirmed)
18.9	Law & Justice <ul style="list-style-type: none">• 7 September 2022 (confirmed)
18.10	Medicine & Health – Nil
18.11	Science <ul style="list-style-type: none">18.11.1 28 July 2022 (confirmed)18.11.2 27 October 2022 (confirmed)
18.12	University Board of Studies (BoS) <ul style="list-style-type: none">• 21 October 2022 circular resolution
18.13	UNSW Canberra – Nil

H OTHER BUSINESS

19. **Governance Approval Timelines for 2024 Academic Offerings and relevant 2023 Governance meeting dates**

AB noted the:

- governance approval timelines for 2024 academic offerings to guide staff across the University involved in the development and approval of proposals for new and revised academic offerings for delivery in 2024 as well as discontinued offerings, and
- relevant 2023 Governance meeting dates.

20. Business without notice

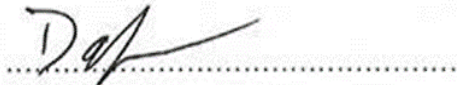
On behalf of AB, the Chair thanked and farewelled the following:

1. long-standing AB member DVCEDI Professor Baldry who had made great contributions to the Board over many years and in many senior academic roles at UNSW, and
2. Head of Academic Administration Sarah Thomson who had supported the work of the Board and various committees/boards in many areas over a number of years.

The Chair thanked everyone on the Board and various academic committees, boards and working groups for their contributions during the year, and wished them a well-deserved break during the festive season.

The Chair declared the meeting closed at 12.10pm.

Next scheduled meeting: Tuesday 28 March 2023, 10am to 12.30pm



Professor David Cohen

Chair

13 December 2022