

## School of Computer Science and Engineering Education Committee Meeting

Minutes of the meeting held on Friday, 10 October 2023

<b>PRESENT:</b>	John Shepherd (chair)	Raymond Louie
	Alan Blair	Sara Ballouz
	Andrew Taylor	Sasha Vassar
	Armin Chitizadeh	Sebastian Sequoiah-Grayson
	Chun Tung Chou	Sebastianus Kandi
	Eric Martin	Serge Gaspers
	Hannah Beder	Sonit Singh
	Nicola Kwan	Tina Tuomikoski
	Paul Hunter	Yuchao Jiang
	Rahat Masood	Yuekang Li
	Raveen de Silva	

**APOLOGIES:** Fethi Rabhi, Wayne Wobcke

### 1. OPENING OF MEETING

The Chair opened the meeting at 11.06 am.

### 2. CONFIRMATION OF MINUTES

The Committee considered the minutes of the meeting held on 1 September 2023.

**Resolution:** *The Committee confirmed the minutes of the meeting held on 1 September 2023 as a true and accurate record of the meeting.*

### 3. REVIEW OF ACTION SHEET

The Committee discussed open action items from the meeting held on 1 September 2023.

### 4. ITEMS FOR DECISION

#### 4.1 New Course: Software Testing and Quality Assurance (Proposal)

Yuekang Li briefed the committee on the proposed COMP3142 course. John Shepherd provided the background context leading to the creation of this new course. This course is planned to replace COMP3141, a core course, but since there will be no one to teach it, the school must ensure that the students are not disadvantaged. Paul Hunter is exploring the idea of teaching COMP3141, and Andrew Taylor suggested that COMP3142 start with small cohorts and let Paul teach COMP3141 so it has a smooth transition.

**Action:** *John Shepherd to follow up with the faculty to make this course available.*

### 5. ITEMS FOR DISCUSSION

#### 5.1. CSE Workload Sub-committee

The Workload Committee is still meeting. John Shepherd will use its results to allocate teaching for next year. He commented on the bullet points provided by Wayne as below:

- The ratio for Education-focused academic teaching activity hours is still unclear and needs to be followed up.
- There is concern about the number of Special Consideration and Equitable Learning Service for Lecturer in Charge as the courses grow larger, which needs to be reflected in the teaching allocation and workload formula.
- The Head of School thinks that there should be an additional person helping with some of the positions like Deputy Head of School - Education, Associate Head of School - Education, Undergraduate Director of Studies – Computer

Science, Undergraduate Director of Studies – Software Engineering, Postgraduate Coursework Director of Studies, and Director Online Education. Counting the time spent on these roles towards their teaching is important.

- UNSW Online workload formula has been proposed based on the discussion with some of the online lecturers. Raymond Wong added that the formula is mainly for the Cyber program because non-cyber lectures are pre-recorded, but there is a 1-hour live webinar per week.

John Shepherd advised everyone to send any feedback to Wayne so he can bring it up in the workload committee meeting.

**Action:** John Shepherd to verify the workload ratio for Education-focused academics for the Head of School and the Workload Committee.

## 5.2 Enhancing the Ethics Course

Sebastian spoke with Alan regarding Australian Computer Science demand for topics like cyber security, governance, systems, acquisitions, service management, etc., which will be easy to implement in COMP4920 because the lecture will be twice a week in Term 1, 2024. Alan Blair elaborated that there is no requirement to discuss these topics in extreme detail, so an entry-level tier is sufficient to meet their requirement. If the solution is to create a new course for the postgraduate cohorts, then Sebastian requires further time and discussion to finalise the course components, such as the assessments. John Shepherd cautioned that the number of students will increase exponentially, thus forcing COMP4920 to run three times a year. Andrew seconded this view with a prediction of 700 students per offering per term. However, Sebastian reassured the committee that he is committed and thought that it would be better to expand COMP4920 and incorporate what ACS wants rather than create a new course.

**Action:** Sebastian Sequoiah-Grayson to discuss with Flora Salim and Alan Blair in developing COMP4920 to meet the ACS request.

## 5.3 Course Quotas and Offerings

CSE courses are growing, causing issues with the waitlist, so if the course is not limited to equipment or other similar things, then the course should be increased to meet those demands. Some courses have been scheduled three times and didn't seem to take the demand away. John Shepherd reminded academics that if any courses want to move from Term 3 to Term 2 or Term 1, to let him know. He also acknowledged that as the number of students increases, the number of potential tutors also goes up, although they may not be in the pool anymore after they graduate. Andrew Taylor indicates that the applications received have gone up for Term 1, 2024, and if anyone has an idea to improve their courses, then they can send an email with a brief summary of the plan.

## 6. ITEMS FOR NOTING AND INFORMATION

### 6.1. Report(s) from Committees outside CSE

John Shepherd informed the committee that three courses have been approved. Yulei, Sushmita, and Aditya courses have been approved. He also reminded everyone that the library encourages academics to use Leganto and could ask one of them to come and do a presentation.

**Action:** John Shepherd to talk with the faculty and make these courses available to students.

### 6.2. Report on Cyber Security Programs Working Group

Rahat Masood provided details for the Bachelor in Cyber Security Engineering program, which has been entered in Eclips. John Shepherd commented that the 66 credit points for a major are too short because the other majors in the CSE program are 96 credit points. He suggested including the electives to reach 84 credit points, closer to the other majors. Another issue is that Kristian Mansfield is not eligible to teach once he graduates. Rahat will pass on the feedback to the group for further discussion.

### 6.3. Report on UNSW Online

Raymond Kwok briefed the committee that there will be 32 offerings for 2024. 20 for cyber security and 12 for data science and analytics. He also mentioned that UNSW Online will start using ECOS from Hexamester 1, 2024 but is still waiting for Keypath to confirm the feasibility of the administration work. If Keypath cannot do it, then CSE teaching support may have to assist.

### 6.4. Any Other Business

For all courses without convener details in the teaching allocation webpage, John Shepherd advised the Teaching Support Officers are to send any inquiries to him.

## 7. The meeting closed at 1.30 pm.



**JOHN SHEPHERD**  
Chair

