

College Education Committee Meeting 6-2020

College of Science and Engineering

Minutes

Date: Monday 6 July 2020

Time: 10am – 12pm

Location: via Team Meeting and f2f in PHYS1300

1. Acknowledgement of Kurna Land

The Chair acknowledged that the Committee is meeting on the traditional country of the Kurna people of the Adelaide Plains, and that the Committee recognises and respects their cultural heritage, beliefs and relationship with the land and acknowledges that they are of continuing importance to the Kurna people living today.

2. Welcome and Apologies

Present: Karen Burke da Silva, Anna Shillabeer, Cassandra Hood, Christopher Biro, Jacqui Troath, Jamie Quinton Jeanne Young, Jodie Zada, Lerryn Pennell, Masha Smallhorn, Rachel Gein, Sherry, Randhawa Veronica Ghee and Student Reps - Callan O'Connor, Imogen Marshall

Apologies: Ingo Koeper, Brett Wagner, Carl Mooney, student rep Joel Pillar-Rogers.

For noting

3. Minutes of Previous Meeting*

The College Education Committee approved the minutes for meeting 5-2020, held on Monday 1 June 2020. **Approved**

4. Actions from Previous Meetings

5. Action from 1 June meeting

Action	Who	Comments	Status	Update
5-20	TPDs	CQAGs to be set up for each of the Teaching Programs. Need to encourage academics to come up with new SAMs, timetabling into new rooms and working through how they are going to be teaching in S2	In progress	
5-20	Karen	Student Survey - send out bigger report with responses from our College	In progress	Lerryn is assisting me with information about the student responses to the online survey. Action: Karen to circulate information as soon as it is available. Action: Lerryn to send S2 spreadsheet to TPDs and Karen.
5-20	Karen	Send out live link for list of updated room capacities	Complete	
5-20	Masha	Circulate document prepared by Grette Wilkinson from the FLO eLearning Team about academic integrity	Complete	
5-20	Masha	Send academic integrity paragraph and the link about Open Book to Carl	Complete	

Action	Who	Comments	Status	Update
5-20	Carl	Put together a few principles/dot points around academic integrity - send to Karen - will then go out to Topic Coordinators	Complete	

6. Dean's update

- Karen advised that the rooms are now alleviated from the 1.52m rule distancing requirement – so we can basically go back to the regular numbers in rooms. Timetabling and SAS are already aware of this and PFD are updating the room capacities. Clare Pollock advised it will pretty much be back to full capacity
- There is an issue with the wording on the timetable page in FLO stating that you do not have to be at the lectures and tutorials.

Action: Sherry to talk to Megan about the wording re attendance at lectures and tutorials.

Action: Karen will email to technical staff after this meeting and all academic staff too about the new spacing

- Online is only for interstate or international students; everyone else is expected to be on campus. We have no cases in SA – all staff are on campus, so all students also need to be on campus.
- List from Matt about international students not available yet.

Action: Chris to follow up with Matt for the list as it is vital that we have that list to plan our S2 activities.

- Jeanne – what is happening about final exams? Will there be invigilated, face-to-face exams? People will need to do SAMs and we will need to approve them. We need to know what advice to give to people on what is happening.
- Jamie is submitting a SAM to be face-to-face (preferred) if possible and if not (online).

Action: Karen to chat with Annika about this to see if it is possible for one College to have invigilated exams.

7. Academic Integrity

- Karen - Carl has requested that he can no longer do this role, we will need to replace him.
- Cassandra – the College has a lot of scope to make the role the way you want it; other Colleges have more than 1 person.

Requirements for CSE Academic Integrity Officer/s role:

- Four (4) Academic Integrity Officers for the College – we will not have them sitting on this Committee; each AIO will report to the TPD and then the TPD will update this meeting.
- Must be aware of all academic integrity issues within the teaching program - they need to be the person where any issue gets escalated to
- Topic Coordinators will deal with all academic integrity issues and solve as many as they can and let the Academic Integrity Officer know what they have done.
 - The Academic Integrity Officer will have responsibility for the information to be submitted to the Portal.
 - Misconduct is dealt with by the Academic Integrity Officer.
 - Misunderstandings are dealt with by the Topic Coordinators, but the AIO should be aware of all issues.
 - All misunderstandings need to be reported.
- Need to be aware of the rules so the Topic Coordinator can consult with them about decisions.

Action: Karen to speak with Deb West, who runs academic integrity, to see if there is a role description.

Action: TPDs to try to identify someone within their program to take this on. We may make up our own description.

Action: Cassandra to find out if there is training for Academic Integrity Officers and advise.

Action: Lerryn to print out the flowchart for Academic Integrity for every academic staff member and put in their cubby hole.

Action: Carl to lead a couple of workshops around academic integrity and do some mock interviews, make a video.

8. Internal Course Accreditation Reviews – status update

- Clare Pollock has advised that these will be postponed for a year. Our College did not have any due this year.

9. External Course Accreditation Review

- Clare Pollock has instigated an audit of external course accreditation review process and will be interviewing a number of people not just our College but across the whole University.
- We are undergoing the IT and CS accreditation and it is a nightmare. For engineering next year if we do not get University support, we will have to *hire* support, despite having people here with the knowledge.
- After the Physics accreditation last year, **Jamie** spoke with Murad Ertaylan and Remon Abdo about a University project to work out if there was a way in which the University could provide support and develop a template for the accreditation process.
- **Karen** - that review is what lead to the KPMG audit as they came up with many concerns and issues. They did a proof of concept, to see how it could be useful and what could be done as opposed to having a mandate to produce the university support team for accreditation.
- University support team does internal reviews, they know how to do accreditations and are extremely valuable.

10. Course Quality Advisory Groups

- In establishment mode/setting up, what they are about and planning for S2 CQAG meetings. Start with Course Coordinators as they will be running it, then how they want to build the CQAG is part of the conversation for the first meetings.
- The courses will be grouped - 2 CQAGs per Teaching Program
- As part of CQAGs, the TPDs also need to meet with academics within the TP at least once each semester.
- CQAGs to meet once or twice a Semester especially this year

11. Student Recruitment

- College numbers are up for domestic load (considerably) for every Teaching Program except PAMS for 2020 but by start of S2 we will manage the right numbers across all Teaching Programs. Since S1 we have had significant enrolments and retention.
- Esther is running the Open Day online workshops, video-recorded presentations.
- CSE have significant uptake from face-to-face Open Day. Now that things are opening up a bit more, we will investigate having more potential students coming on campus for tours and meeting academic staff members.

Action: Karen will investigate and speak to Esther about marketing and open day.

International:

- Offshore cohort – Matt is meeting with SAS tomorrow about data tracking of the offshore cohort.
- Majority of students who cannot attend are international, most interstate students are making their way back to Adelaide, there are a few with financial difficulties who will be online.
- 3 Universities are collaborating in a pilot program to get a chartered flight in with students who will need to quarantine for 14 days in a hotel; hopefully that will bring more back into the country.
- We will recruit in the normal way and hope by next year that the borders are open to international students. It is hard to do recruitment overseas at the moment as we cannot go overseas but we do have agents in all the countries that we recruit from.

Action: Karen to talk to COVID working party to see if we are selling Adelaide as a COVID-free zone and a good place to do your studies.

Action: Brett to report to the next Committee meeting with update on international enrolments

12. Curriculum 4.0 Review Update

- First retreat for the STEM 4.Zero Curriculum is next week - after that it will be put out to academic staff to get their involvement too.

13. Indigenous Education and Student Support

- With the STEM Women Branching out we are pursuing the Aurora Photo contest which was promoted in the Advertiser this weekend. Marie very happy with this promotion.
- Jean-Marc has worked with people across the University to get Indigenous education training up and running. It is an online program that academics and professional staff can do.
- Funds have also been made available to him to run some programs for people who will be working with indigenous members and starting to indigenise the curriculum in the Natural Sciences. We will begin the pilot in the Natural Sciences, then broaden it out to the rest of the College.
- 'Indigenise the curriculum' means we are providing curriculum with an indigenous focus. For example, Resource Management as a topic idea, we know how the government, DEW (Department for Environment and Water) might do that, we will also talk to students about how the indigenous groups also manage those processes. It will be embedded in the curriculum and not tokenism.
- We will be teaching students across the board how indigenous people think about solutions to problems and how their understanding differs in respect to concepts that we might think there is only one solution, there may actually be more solutions.
- Many opportunities in engineering as well, civil engineering in particular, all sorts of areas where we can build it into programs. Jamie does it in Physics (Cosmology), Karen suggested Jamie speak to Jean-Marc as we need to map it out.

14. Student Retention

- Masha and Jeanne ran our CSE Phone average during week 14 (SWOTVAC). We had 3 peer mentors – 2 x Computer Science and 1 x Natural Science. 68% of students made contact; this was an improvement from last year. We will follow-up with the same students this semester coming. The University Student Retention Committee were really interested in our pilot, Masha will report back to them.
- Next will be an email outreach – met with Ewa Seidel from PAS (Planning and Analytical Services) to get live data, like FLIP, that we can access. Students who have low engagement with FLO - the TC will contact students with only 1 topic and Course Coordinator would contact students if more topics involved.
- Student Success Committee meeting this week.
- Deb West is trying to get all the Deans of Education access to all of the SETs across the College. Once we have that we can drill down, course by course to see where the problems are.

15. Honours Report

- Honours recruitment day for next year will be on Monday 14 September in the SILC building – advertising and planning to commence for this event.
- Karen will be working with the Honours Coordinators to make sure we have another successful event in September
- All Primary Honours Supervisors must have full academic status. Any Supervisors who have Adjunct status can be co-supervisors to ensure knowledge of our procedure etc. Important the primary supervisor is in place for industry placements.
- Masters by Coursework still having some problems with requesting external examiners; this should not happen, but still is, we have reiterated that point.
- Honours Website is not up yet. This is being blocked by Alison Kitson from CNHS who wants to have a standardised approach to advertising. Alistair is moving forward with this – as it will extremely affect our recruitment opportunities – we cannot wait for the standard approach. Need it unblocked before 14 September.
- Cathy Abbott is working on a similar advertising portal for PhDs.

16. Course and Topic Approval

16.1 New Course Proposals

- 16.1.1 Bachelor of Engineering (Electrical and Electronic) (Honours)
 - 16.1.1.1 New Course Proposal
 - 16.1.1.2 New Major Proposal
 - a) Advanced Electrical Engineering
 - b) Advanced Electronic Engineering
 - c) Computer and Network Systems
 - d) Electronic Systems and Security

- 16.1.3 Topic Change proposal
a) ENGR2881 Computer Networks

Sherry – this was to amalgamate the Bachelor Electrical and Electronic into the one Degree.

Approved.

- 16.1.2 Bachelor of Engineering Technology (Electronic Systems and Services)
- 16.2.1. New Course proposal
- 16.2.2. Combined Degree proposal
a) Bachelor of Engineering Technology (Electronic Systems and Security), Bachelor of Science (Physics)
- 16.2.3. Discontinue Course proposal
a) Bachelor of Engineering Technology – Exit Award
- 16.2.4. New Topic proposals
a) ENGR2xxx Working in Secure and Sensitive Professions
b) ENGR3xxx Electromagnetic Technologies, Systems and Security
c) ENGR7xxx Systems and Security in the Information Age
- 16.2.5. Topic Change proposals
a) ENGR2702 Electrical Circuits and Machines – Pre-requisites
b) ENGR2711 Engineering Mathematics – Availability - there is a lot of work that will take place around the combined degrees (01:59:30) will be looked and how they appear and how they are published into the future.

- Rachel advised that this is the first time these papers are going through the College Education Committee formally. The concepts went up to Clare months ago on the proviso that the full proposal got developed. These are those finalised full proposals.

Approved.

- Work will be done on Combined degrees as part of the new curriculum management system. Management of Combined degrees will be reviewed in how they appear and are published into the future.
- It is a combined degree not a double degree. Combined is where you do the core components of two stand-alone degrees and graduate with 2 parchments. A double degree is when you have components that do not stand-alone, e.g. Education where you cannot graduate with 2 parchments, you graduate with 1.
- General Entry Program and the Environment Engineering are being tidied up. They could be executively approved or circulated to the Committee later this week.

17. Any Other Business

- **Chris** – the Student Progression Policy is being amended. Covid-19 is the backdrop for it but there is a drive to modify the policy and make it more student friendly. Next Student Matters Committee is in August. Show cause will remain the same but in the next iteration will blur the lines for 'at risk' will be 'barriers to success' but that may change.

18. Member update

- Each of the member of the Committee gave an update.

Action: Lerryn to circulate the Library report to the Committee.

19. Executive Approvals for noting

- Course and Topic Proposal Status Report

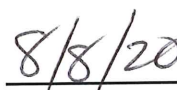
Meeting closed at **12.02 pm**.

Next meeting will be held on Monday 3 August 2020.

Confirmed as a true and accurate record of the CSE College Education Committee Meeting held on 6 July 2020, as circulated.



Chair



Date