Rajan Shankaran who introduced himself and the purpose of the meeting opened the meeting at 5pm.

**Agenda 1 – Master of cybersecurity**

- ITEC855 with lecturer and unit convenor, Milton Barr – students chose the unit because it is a technical and specialised unit
  - Students were told by the lecturer that they need to study 6 hours a week, but the on campus labs are not always available, which the students need to use to run the required programs
  - Many students do not have the personal equipment to run the required programs (as personal machines are not powerful enough to run the programs) and students also do not have access to the labs
  - ONLY one lab has the required applications
  - Students need more time in the labs
  - Students need more feedback from the lecturer & more information prior to completing the exercises
  - More explanations during the lab practical time would be helpful
  - The work should be better structured (i.e. some content they learned in week 2 and then didn’t do the lab aspect until week 5)
• Must address for ITEC855:
  o More access to the labs
  o Practical structures – structure of the weekly classes
• Main area addressed by the master of cybersecurity students was ITEC855
• The new program next year should solve a lot of the current cybersecurity problems

Agenda 2 – ITEC855 & ITEC803 quizzes
• Students are getting asked questions in the quiz, but the material was not covered in class
• Quiz material was week 1 to 4, week 4 was a guest lecture and material was not covered, yet quiz went ahead as planned and many questions in the quiz where from week 4
• The quiz is online but held in class – it is a multiple choice, and the class was full so some students didn’t even have a chair
• Problem with quiz as well: students as soon as they finished, the results of the quiz were immediately generated so students next to them were able to cheat easily
• Main problems:
  o Quiz covering material NOT yet covered in class
  o During quiz, the class is full
  o People can easily cheat, as results are generated once exam is submitted
• Both units have the same convenor & yet the assignments are due in the same week
  o Students would be tested of their time management skills though
  o It’s better to have quizzes scattered to be in the good head space
• There are many slides in the units and heaps of extra reading materials which can be quite daunting to the students
• Makes it confusing for students to know what to study for the quiz since there is so much content available
• Students have to do a lot of work for one unit, they did spend at least 15 hours a week in ITEC855 and yet still feel behind, plus they have other units to focus on
• Problem is that students do not know what material to study for – they were told if you do readings and lecture material you will do well in the quiz. However, the readings are excessive

Agenda 3 – ITEC803
• Class discussions are not efficient as students do not come to class prepared
• Students should also ask the lecturer directly if they have any problems
• Every week there are presentations after the lecture part of the class
• First half is lecture material, second half is presentations
• Students select a topic based on available topics

Agenda 4 – ITEC841
• It is a very popular unit (last year there were 40 students, now 120 students)
• Unit guide should be adjusted accordingly – as presentations were set up initially for a small enrolment number, and now it is taking too long to go through the
presentations. Besides, the assignments should now acknowledge the increase in the number of students undertaking the unit.

Agenda 5 – ITEC812
- Confusion with reviewing reports – students are meant to review each other’s reports, however, some students still do not have someone reviewing their reports
- Students are expected to review one other student’s report and have one student graded their report as well – yet some students’ reports are not getting reviewed
- First submission was in week 3, and week 6 submission got extended to week 7
- Students from ITEC810 and ITEC812 attended classes together
- Also it was a bit of confusion on topics as some students could not easily talk to their supervisors often enough. However, it is stressed that students should actively go and talk to their supervisors.
- Overall the unit is good

Agenda 6 – Common student problems
- Not enough practical work in their units and units must be redesigned to accommodate more practical work
- Labs must also be updated to meet the demand of new technologies
- COMP350 is an example students used as a good practical unit.
- Students want to select internship option for next year, otherwise elective options
- The new program should solve many of the current cyber securities problems
- The 300 labs must be updated so that they can run advanced software

Agenda 7 – Final notes
- Students are generally happy with Macquarie University campus
- Units must acknowledge growth – can’t keep having same structure of weekly presentation when you have a big class

The chair thanked everyone and closed the meeting at 6pm.