Minutes of Meeting No. 1/2004 held on Thursday, 26 February 2004 commencing at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Chicharo (Chair), Mr B Brown, Dr P Doulai, Dr S Gower, A/Prof N Gray, A/Prof F Naghdy, Mr L Ohlbach, Prof D Steel, Dr G Trott, A/Prof M Zhang and A/Prof SP Zhu.

IN ATTENDANCE: Ms K Oborn and Ms K Sheridan.

1. Preliminary Business
   1.1 Apologies, Leave of Absence
       There were no apologies.

       Confirmation of Minutes from previous meeting held 6 November, 2003
       The minutes of the previous meeting, held 6 November 2003, were confirmed subject to the term “Acting Dean” being inserted to replace “Dean” at item 3.1.

   1.2 Business Arising from the Minutes
       There was no business arising from the Minutes.

2. Starring of Items for Discussion
   The following items were starred for discussion:
   4.5. Progress Report – Compliance with New & Revised Honours Policies
   5. Report from FRC
   6. Report from WAC Committee

3. Dean’s Report
   3.1 Staff
       The Dean announced that:
       • nine new staff members have recently joined the Faculty.
         • SITACS: Multimedia content management
           o Philip Ogunbona
           o Igor Kharitonenko
           o Wanqing Li
           o Lei Ye
       • TITR/SECTE: Ultra wide band wireless and mesh networking group
         o Eryk Dutkiewicz
         o Xiaojing Huang
         o Kwan-Wu Chin
         o Raad Raad
         o Darryn Lowe
       • Aditya Ghose is the new male Professorial nominee to the Probations Committee for next 2 years.
• promotions have been finalised.
  • To Associate Professor:
    ▪ Peter Nickolas
    ▪ Yan Xia Lin
  • To Senior Lecturer:
    ▪ Carolyn McPhail
    ▪ Tim Coltman
    ▪ Jason Lukasiak
  • To Lecturer:
    ▪ Khin Than Win
    ▪ Peter Vial
• the following staff have been granted a Continuing Appointment
  ▪ Katina Michael
  ▪ Philip Ciufò
  ▪ Ping Yu
• the following staff have been granted a Fixed Term Appointment
  ▪ Daniel Saffioti
  ▪ Khin Than Win
  ▪ Omar Garcia
• SITACS are currently in the process of appointing a Lecturer Level A as a continuing appointment, primarily for managing off-campus delivery of subjects.

3.2 Activities
The Dean reported that:
  • a Trade Route Australia article targeting UK and Europe has gone to print.
  • a double-page article for the EDGE publication is currently under construction.
  • The process of producing the Faculty Planning and Resource Report is underway:
    ▪ The Dean conducted a SWOT analysis with Heads of Schools, the FEC Chair and the FRC Chair. From this, overall faculty objectives will be drafted.
    ▪ The Dean has spoken with Robyn Weekes regarding EEO issues, which will need to be integrated into the Faculty Plan.
    ▪ The draft plan will be presented to the Faculty for feedback and modification prior to submission.
    ▪ The plan is due for completion by the end of March.

3.3 Students
The Dean reported that:
  • there has been a drop in enrolments in Computer Science and Information Technology.
  • International numbers have increased by approximately 35%.
  • enrolments for 2004 went smoothly and should reach 90% of quota.
  • there are serious challenges to enrolments on all other on-shore campuses except for Loftus.
• the Shoalhaven TAFE have an Advanced Diploma coming on-stream which will articulate into University of Wollongong courses resulting in increasing student numbers.

3.4 Space
The Dean reported that:
• Heads of Schools and the Dean are to undertake a space analysis.
• Building 6 will be discussed in early March and is seen as a growth path for SITACS.
• the Photonics Lab construction in Building 4 is to begin in 2 weeks time.
• five more people are to be accommodated on the ground floor of Building 39 near the new Smart Foods Centre offices.
• CSC/BHP Group are being wound down freeing up space on level 1 of Building 39.

3.5 Budget
The Dean reported that:
• there is currently a budget surplus but the figure is not yet clear owing to the issue of where funding for the university staff pay rise will be drawn from and scheduled equipment purchases for 2003 not yet being complete.

3.6 Research
The Dean reported that:
• it is not yet clear how much research funding will be allocated by URC.
• groups within Faculty have been allocated similar funding to that received in 2003.
• the PVC-R will not be increasing the number of research strengths for 2004 beyond the current 12 however, applications may be considered in 2005.
• there is a need to look at research support for 2004-2005.
• Faculty needs to give strong support to groups not currently seen as research strengths.

3.7 International Operations
The Dean reported that:
• He and Bill Damachis are reviewing off-shore operations and their viability.
• Faculty is to take over the invoicing of partners and other international business activities after John McKelvey’s departure from the university.
• Accreditation of Dubai activities by the Dubai Commission is currently taking place and, although an outcome is not known, it appears that the accreditation will be successful.
• The University of Wollongong has potentially the best IT program in Dubai and there is potential for huge growth.

4. Report from the Faculty Education Committee – 12 February 2004
4.1. Addition of subjects to BInfoTech Additional Subject List
Resolution Exec 04/01:
It was resolved to recommend the addition of the following subjects to the BInfoTech Additional Subject List, effective from 2005:

  MGMT200 Management & Electronic Business
  MGMT309 Supply Chain Management
4.2. **IACT305 eBusiness Technologies – Pre-requisite Change**  
**Resolution Exec 04/02:**  
It was resolved to recommend the approval of the following:  
- Revision of the current pre-requisite for IACT305 – eBusiness Technologies to read “ITCS201 plus 6cp at 200 level of IACT or CSCI subjects”, effective from 2005.  
- To note that ITCS201 is available to BIST students.

4.3. **Removal of BinfoTech Course Requirement**  
**Resolution Exec 04/03:**  
It was resolved to recommend the approval of the deletion of the following course requirement for the Bachelor of Information and Communication Technology, effective from 2005:  
“7. Subject to any other individual subject pre- and co-requisites, entry into 400-level IACT subjects will be permitted upon satisfactory completion of 120 credit points of subjects approved in this program”.

4.4. **WUC – Diploma in Information Technology** (as per agenda attachment)  
**Resolution Exec 04/04:**  
It was resolved to note the WUC fast-track application for approval of a New Delivery Location for the Diploma in Information Technology.

4.5 **Progress Report – Compliance with New and Revised Honours Policies**  
(as per agenda attachment)  
Mr Bob Brown requested clarification of the compliance requirements listed in the report and on the approval of the methods for determining honours grades.  
A/Prof Naghdy explained the following:  
- The University revised the Honours guidelines during 2003 and the document attached to the agenda is simply reporting on the progress to date of Faculty compliance with the approved changes.  
- Specifically, the different methods for determining honours grades across the university were streamlined and reduced to four methods, from which the Faculty had to chose the most appropriate method for each degree.  
- The BInfoTech was the only degree that did not previously use one of the four university-approved methods; therefore a new method was adopted and approved by FEC members via email, as approval was required while FEC was out of session.

**Resolution Exec 04/05:**  
It was resolved to note the adopted methods for Determining Honours Grades, effective from 2004.

5. **Report from the Faculty Research Committee**  
Dr Steve Gower reported that:  
- there have been 24 Notices of Intent submitted for ARC Discovery Project Grants  
- applications for ARC Linkage International Fellowships are due to Office of Research by Monday 8 March.  
- applications for ARC Research Networks are due to Office of Research by Friday 19 March.
• Faculty proceedings for HDR Student Welcome Day commence with a lunch in the Level 1 foyer of Building 3 at 11.50am on Tuesday 9 March. A cocktail function will commence in the Uni Hall at 5.30pm.

Dr Gower also reported on the following from the URC Meeting of 26 February:
• AUQA Audit identified three areas needing attention in terms of quality.
  o HDR Student needs within faculties.
  o Commercialisation Plan (R&D Paper #7).
  o FRC Terms of Reference to be consistent across campus.
• Space is an issue campus-wide
• Office of Research re-structure into three divisions:
  o Research Student Centre – Kim Roser
  o Research Services (Grants, ARC, Ethics etc) – Sharon Hughes
  o Office of Innovation and Commercialisation (contract research, CRCs, commercialisation etc) – Aapo Skorulis
• Research strength performance study nearing completion. Research directors will be asked to provide feedback, which will be used to determine if the base funding levels are appropriate.
• Two new CRCs being negotiated in the Telecommunications and Polymers areas. CRC for IMST and Welded Structures due for renewal. PVC-R keen for involvement in an additional two CRCs.
• Numerous requests to PVC-R for ARC Research Network funding.
• A University of Wollongong research profile booklet featuring the 12 research strengths is currently under construction. The PVC(R) has no concerns with Faculties also producing their own research profile brochures.
• Digital TV compliance initiative is ongoing.
• Bluescope steel close to signing renewal with Steel Institute.
• R&D Discussion Paper #7 still under construction.
• HDR Student related Discussion Paper to be produced.
• Strategic Initiative Funding guidelines needed.
• A number of collaborative research opportunities available for further exploration.

6. REPORT FROM WORKPLACE ADVISORY COMMITTEE – 5 February 2004
Mr Les Ohlbach reported that:
• the Workplace audit plan has progressed as follows:
  o floorplans for all Faculty buildings are now available in hard copy.
  o generic checklists will be compiled before the next WAC meeting scheduled for 8 April 2004.
• First Aid Officer sign will be organised for Kristine Sheridan’s office by Karen Williams.
• the OH&S Noticeboard in Building 35 is situated in the entry foyer; in Building 3 a new lockable glass fronted model is situated in southern corridor on first floor, Chris Bray has keys; Building 15’s noticeboard has been delayed until the refurbishment is complete.
• a SECTE working party will look at developing safety procedures for student projects at the Trade Fair.
• extended blackout procedures and kits for same to be constructed by Les Ohlbach.
• Nortel observer Russell Langford was unable to attend the last WAC meeting but will endeavour to attend future meetings.
• annual testing of microwave ovens is unnecessary unless physically damaged.
• Terms of Reference for WAC Committees are currently being revised. Members will now serve a two year term in line with other university committees.
• the emergency phones located at the entrances to building 3 and 35 are to be relocated to provide accessibility for the disabled.
• a statement of concern regarding construction noise, procedures when fire alarms are triggered by water in the ceiling of buildings and the potential OH&S issues arising from the contracting of cleaning is to be sent to Building and Grounds.

7. **FINANCIAL REPORT**
   Reported under item 3.

8. **REPORT ON STUDENT ENROLMENT NUMBERS**
   Reported under item 3.

9. **OTHER BUSINESS**
   There was no other business.

10. **DATE OF NEXT MEETING**
    The next meeting is scheduled for Thursday, 15 April 2004.

The Dean thanked members for their input and closed the meeting at 2.35pm.

Signed as a true record

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Prof Joe Chicharo, Chair
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