UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
EXECUTIVE COMMITTEE

Minutes of Meeting No 1/2005 held on Thursday, 24 February 2004 commencing at 1:00pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Chicharo (Chair), A/Prof C Alcock, Prof S Bouzerdoum, Dr R Clark, Dr P Doulai, Prof P Ogunbona, Dr I Piper, Prof D Steel and A/Prof G Williams.

IN ATTENDANCE: Ms K Oborn and Ms S Dewhurst.

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
       Apologies were received from Mr B Webb.
       A/Prof F Naghdy and Ms V Baker arrived at 1:35pm.
   1.2 Confirmation of Minutes from previous meeting held 18 November, 2004
       The Minutes from the previous meeting were confirmed as a true and accurate record of that meeting.
   1.3 Business Arising from the Minutes
       There was no business arising from the previous Minutes.

2. WELCOME
   The Dean welcomed new committee members, Ms Valerie Baker who is the new Lecturer Level A&B representative until June 2006, and Dr Robert Clark who will replace A/Prof Song-Ping Zhu whilst he is on study leave.

3. STARRING OF ITEMS FOR DISCUSSION
   The following items were starred for discussion:
   4 Dean’s Report
   6 AUQA Audit Report
   7 Faculty Research Committee Report
   8 Workplace Advisory Committee Report
   10.1 Faculty Executive and FEC structure

4. DEAN’S REPORT
   4.1 Staff
       The Dean reported that:
       • A/Prof Carole Alcock has resigned from the University to take up a position as Assistant Head Teaching and Learning at the University of South Australia. The Dean conveyed the Faculty’s indebtedness to Carole for her contribution over a long period of time and wished her well in her new role; he noted that she will be sadly missed.
       • Ms Safia Barikzai has resigned and will return to the UK. The Dean commented that Safia is a dedicated teacher and it is sad to see her departing. He thanked her for her contribution to the faculty and wished her well.
shortlisting and interviews have been conducted for the MICD position. The selection committee is still to make a decision between the two main contenders. The selected person will predominantly work for the Faculty but report in the first instance to Prof Margaret Sheil (PVC-R), with a line of reporting to the Informatics’ Dean and Associate Dean (Research).

two outstanding applicants were interviewed for the Professor of Statistical Methodology position today; the Faculty will be served well by the person to be offered the position.

two of the three vacant lecturer positions in SMAS, Applied Maths and Pure Maths have been filled. Prof Michael McCrae (Commerce) has been seconded for a 12 month period to assist in the area of Financial Maths as this position remains vacant.

there will be a block advertisement to fill 5–6 positions left vacant by recent resignations and staff movements in SITACS. The Dean identified a need to reshape the School and to strengthen the IT arm of the Faculty, and advised that the areas to be focussed upon will be Health and e-Business.

Members of the Committee asked the Dean at what level the positions would be advertised. The Dean replied that there would be a range from Lecturer to Professor.

4.2 Activities

The Dean reported that:

the recent Faculty Planning Conference was very successful from his perspective, with enough coming out of it to move the strategic plan forward in both the long and short-term.

4.2 Students

The Dean reported that:

enrolment and orientation were held recently and thanked all those involved in attracting new students. The Dean emphasised the point that staff now had to work hard on retaining those students.

- Undergraduate domestic numbers are down 4%, with an across the board attrition rate of 5%.
- total number of actual students is approximately 2,700 (not EFTSU).
- International numbers are down 25% on 2004, which was up 40% on 2003; equating to being an overall 15% up on 2003.

Solveig Dewhurst distributed figures for 2005 Undergraduate Domestic commencing enrolments.

4.3 Space

The Dean reported that:

- the space issue is still being pursued with a proposal to be put directly to the Vice Chancellor; feedback from staff on the proposal is due by mid-March.
- the building 3 intrusion system upgrade has been finalised; the protocol has been finalised and now awaiting staff training.
- the building 3 meeting room construction has been finalised and furniture is on order.
4.4 Other Campuses
The Dean reported that the Faculty is in the process of locking down the final details for its new off-shore partnerships.

4.5 Other
The Dean reported that:
- Career Advisor’s Day is to be held at the end of March; the Faculty needs to have a more direct engagement with schools to attract more students.
- the Faculty Marketing Committee is reviewing membership; plans to put together the best group to move the Faculty forward.
- time-keeping for General Staff is currently in the spotlight; personnel staff to speak to all General Staff regarding adopting more accurate time-keeping processes.

Dr Piper commented that this could see the end of productivity and suggested that an undocumented 50 hour week was better than a documented 35 hour week.
- the university has decided that Internet Travel is the official provider of travel for staff; any cheaper quotes are to be matched by Internet Travel. Hertz to be used for car hire The University will not approve travel provided by any other than the two companies mentioned above.

5. Report from the Faculty Education Committee – 10 February, 2005
There were no items to report from last meeting.

6. AUQA Report
Solveig Dewhurst distributed the AUQA presentation from the University Planning Retreat. AUQA received a CR-rom version of the portfolio; UoW was the first university to provide this resource tool for the auditors to use. All staff and students involved in the May audit will receive both a hard copy of the portfolio and the CD-ROM version. The Dean added that additional information has been sought from the Faculty on student numbers; Prof Rob Castle (PVC-A) is to brief the Dean on additional information needed to fulfil AUQA requirements.

7. Report from the Faculty Research Committee
Professor David Steel reported that:
- ARC Discovery applications must be submitted to ARC by Friday 4 March. More than twenty applications are expected to be submitted by faculty staff.
- the role of the FRC is moving from a ranking focus to a more strategic focus and the structure of the committee is to be reshaped as follows:
  o one member from each School;
  o one member from each research strength;
  o one member from each of remaining research groups;
  o one member from Maths Institute;
  o one of each gender to be represented; another person to be co-opted to satisfy the gender requirement;
  o omit Postgraduate Coordinator.

Recommendation to Faculty Committee
The Faculty Executive endorsed Professor Steel’s request to alter the structure of the FRC and recommends that Faculty Committee approve the changes.
• A number of working groups are to be formed to perform the various requirements of the FRC:
  o Quality and Impact
  o HDR Student Recruitment
  o Linkages Standing Committee
  o Internationalisation of Research
  o Postgraduate Standing Committee

8. **REPORT FROM WORKPLACE ADVISORY COMMITTEE**

Solveig Dewhurst reported that:
• the Minutes from all Workplace Advisory Committee meetings are now on the web.
• blackout procedures have been finalised and torches for the blackout kits are being sourced.
• the University OH&S is putting together a draft alcohol policy.

9. **FINANCIAL REPORT**

Reported under Item 4.

10. **OTHER BUSINESS**

10.1 **FEC and Faculty Executive Structure**

The Dean reported that the structures of FEC and FRC are being examined in relation to the Faculty Executive Committee. He commented that Executive Committee should play a more strategic role in driving initiatives in the Faculty and relieve some of the pressure from the FEC which is overburdened with work. The Dean commented that the membership of the Dean and Heads Committee was almost completely duplicated with that of the Executive, and that information was merely being reproduced from Dean and Heads to Executive; he asked the committee to think about the role of the Executive Committee and suggested a change to the Executive Committee’s focus by adding to the Terms of Reference the notion of the Executive being responsible for the generation and implementation of the Faculty Strategic Plan and Initiatives.

**Discussion**

A/Prof Naghdy commented that the Executive Committee had no creative or constructive role and that perhaps this needed to be looked at rather than breaking up what FEC does. He suggested that the Executive Committee become strategically proactive in developing the Faculty, conduct research and provide white papers in areas of interest and/or concern and distribute them for consultation and discussion.

The Dean added that these thoughts are well aligned with his own and that it is not his intention that the Executive Committee take responsibility away from FEC. He commented that the FEC often does not have the bandwidth to deal with some issues and that the Executive Committee can assist in this regard. He suggested that there is a need to strike a reasonable balance between the committees and the work they perform.

A/Prof Naghdy commented that the Executive Committees needs to look at quality assurance of processes for different areas of Faculty, particularly FRC and FEC and scrutinise decisions made by each of these committees.
The Dean reminded Executive Committee members that the committee is the core strategic arm of the Faculty and asked them to think about the Terms of Reference and forward comments to Solveig Dewhurst for collation. He will put forward a proposal based on comments received for thought and discussion before the next meeting.

Solveig Dewhurst distributed a paper detailing the structure of other Faculty Executive Committees within the University.

Dr Piper asked whether the Faculty IT Committee would be reinstituted. The Dean replied that this is on his “To Do” list.

10. DATE OF NEXT MEETING
   The next meeting is schedule for 21 April 2005.

   The Dean thanked members for their input and closed the meeting at 1:55pm.

   Signed as a true record

   Prof Joe Chicharo, Chair
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