Minutes of Meeting No. 1/2006 of the Faculty of Informatics Executive Committee held on Thursday 23 February commencing at 1:30 pm in the Informatics Meeting Room, Building 39, Room 150A.

PRESENT: A/Professor F Naghdy (Acting Chair), Prof S Bouzerdoum, Ms S Dewhurst, A/Prof P Hyland, Dr I Piper, Dr D Stirling, Dr G Trott, Mr B Webb, A/Prof G Williams and A/Prof S Zhu.

IN ATTENDANCE: Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
   Apologies were received from Ms V Baker, Prof J Chicharo and Prof P Ogunbona. Dr P Doulai is on study leave for Autumn session 2006 and will be replaced by Dr D Stirling.

   1.2. Confirmation of Minutes from Previous Meeting held 10 November, 2005
   The minutes from the previous meeting were confirmed.

   1.3. Business Arising from the Minutes
   There was no business arising from the previous minutes.

2. STARRING OF ITEMS FOR DISCUSSION
   Item 8 was starred for discussion.

3. DEAN’S REPORT
   3.1. Staff
   **SMAAS**
   A/Professor Graham Williams reported that:
   - the new Professor in Statistics, Ray Chambers has arrived and will commence duties next week;
   - Murray Elder has been appointed as a Lecturer in Pure Mathematics for six months;
   - John Rayner has resigned – this position will not be filled. Robert Clark’s position which was funded by CSSM has now been converted into a 100% Faculty funded position. CSSM will look to reappoint in six months time.

   **SITACS**
   A/Professor Peter Hyland reported that:
   - Adrian Collins, Omar Garcia and Anne Fuller have left the University;
   - Akemi Chatfield, Jun Yan, Aneesh Krishna and Jun Shen have been appointed to Lecturer positions in the School;
   - Tim Coltman and Jun Yan have been awarded APD Fellowships – these positions will be replaced by contractual staff;
   - Daniel Saffioti has taken six months’ leave of absence.
SECTE
Professor Salim Bouzerdoum reported that:
- Montserrat Ros, Son Lam Phung and Timothy Browne have been appointed to Lecturer positions in the School;
- the Professor of Power Engineering is expected to arrive at the end of April.

The Committee joined Ms Solveig Dewhurst in congratulating A/Professor Fazel Naghdy on his appointment to Associate Dean (Academic). A/Professor Naghdy commented that he will be in the Faculty office on Mondays and Wednesdays for student appointments.

A/Professor Fazel Naghdy reported that:
- A new Faculty Workload Reference Group is to be formed under terms of the new EBA (s.24.5) which will replace the existing Faculty Workload Committee.
  The new group will consist of:
  - Dean or nominee;
  - one Head or Associate Dean or equivalent person, and
  - two staff members elected by the academic staff of the Faculty.
  The role of this group is to:
  - monitor equitable distribution of workloads across the Faculty and, in the first instance, attempt to resolve any disputes in respect of workload allocation;
  - meet twice annually with Academic staff notified four weeks in advance.

3.2. Activities
Ms Solveig Dewhurst reported that:
- the HDR student welcome day lunch was held on Tuesday. She thanked the Schools, Heads and Prof David Steel for hosting the event;
- UniAdvice is looking to standardize timing and marketing across all Faculties offering Early Entry. Due to careers market being held in April we will be printing our own flyer this year;
- marketing activities have been focussed on maintaining student quota.

3.3. Students
Ms Solveig Dewhurst tabled a UAC First Preferences Market Share matrix. She reported that:
- we are currently holding market share at 12.33% due to our successful marketing efforts;
- UG enrolments numbers are down SITACS 24.5% and SECTE 25% but SMAS have increased their quota by 44%. Main courses of concern are BE, BICT and BIST;
- International enrolment numbers are 32% down on same time last year (PG numbers are down, particularly in SECTE courses and in the MIT);
- more resources will be sought from the Dean for marketing;
- all staff, both Academic and General, need to be ambassadors for the University;
- the Business Sector has identified that the pool of IT graduates is diminishing. The US have changed their green card requirements to enable a two week application turnaround for graduates and their spouses;
- she met with Kelly Salmon the UG Marketing Co-ordinator from UniAdvice and the Faculty Officer to explore the possibility of students and Academic staff attending career markets;
- the Maths teachers day will be running again this year with a tentative program and list of speakers already outlined;
- the High School Enrichment Program for Years 7-12 students will be running again throughout the year;
- an intensive one week course for Maths Finance is being planned;
- she reiterated that all staff need to be proactively involved in marketing and encourages participation from all staff.

3.4. Offshore
A/Professor Fazel Naghdy reported that the Dean and Bill Damachis are currently overseas attending graduations and meetings.

3.5. Other
Web Development Project
Ms Solveig Dewhurst reported that:
- Megan Huisman has been contracted as Project Manager for the redevelopment of the University Web;
- a paper outlining the concerns of the Faculty to the proposed implementation of a content management system has been lodged and a subsequent meeting has been held between the Faculty’s working group and Heads of School, the Content Management System project team and external service provider;
- ITS have developed a staff intranet portal prototype which will be demonstrated to the web development group next week;
- most of the University’s “non-public” content, i.e. most of the information on the “staff” web pages, will be migrated to behind the portal;
- the system times out after 10 minutes;
- URL links have been given to the Heads of School;
- no definite date has been determined as to when this will be rolled out.

**Action:** Email URL links to Faculty Executive Committee members

Research Information System
Ms Solveig Dewhurst reported that:
- Bob Cole has been contracted as Project Manager to map research data requirements and recommend the implementation of a new integrated research information system;
- approval has been received for the first stage of this project, the Publications database;
- implementation is scheduled for July this year.

**Action:** Ms Dewhurst to report the problem of a broken link at the meeting next week

Business Continuity Planning Project
Ms Solveig Dewhurst reported that:
- she is currently working on supporting documentation for the Faculty’s disaster recovery plan;
- disaster walkthrough has been scheduled for April 2006;
- Leah Roulstone is the Manager of this project and will conduct staff awareness training for all Faculty staff via School meetings.
Space Utilisation Project
Ms Solveig Dewhurst reported that:
- Tom Hunt has been contracted as a consultant for this project;
- he will meet with Solveig on Friday to commence preliminary discussions regarding a detailed assessment of the Faculty’s space allocation and utilisation;
- this involves an audit of shared spaces e.g. teaching rooms, labs, public areas etc to assess how many bodies are using that space;
- all space except URAC, UniCentre and ITC will be audited;
- office utilisation is also within the scope of this project but there has been no public statement on how this will be audited yet.

The comment was made that the Mathematics Library which was being used by PG students has been lost to the Faculty and taken over by the Faculty of Health & Behavioural Sciences.

Innovation Campus
A/Professor Fazel Naghdy reported that:
- a Multimedia initiative between UOW and TAFE has been established;
- a Multimedia centre and buildings will be built at the Innovation campus;
- there will be course offerings between UOW and TAFE;
- two meetings have been held with TAFE and a further meeting is scheduled for next week.

Building 6
Mr Brian Webb reported that:
- tenders have been called for construction of the new roof;
- the Building will not be reconstructed.

4. REPORT FROM THE FACULTY OF EDUCATION COMMITTEE – 2 FEBRUARY, 2006
4.1. Items Discussed at Meeting
Quality 101 Working Party
Dr Anne Porter reported on ESDF, noting that the Working Party had completed one application and has completed the background work for submission of another three. She also noted that the ESDF guidelines had not yet been finalised and encouraged the Faculty to express its concern with the lateness of their distribution.

There was also discussion at the FEC in regard to the review of ECTE subjects and investigation into their failure rates.

Tertiary Literacies Integration Working Party
Ms Emily Purser reported on the progress of the Working Party, noting that:
- ECTE mapping is almost complete. ECTE171 is receiving Library and Learning Development support. ECTE350 is on track.
- The Working Party is still waiting on SITACS and SMAS mapping information.

4.2. Quality Review Framework
4.2.1. Course Review
The Schools reported on the progress of their respective accreditations and course reviews, noting that:
- SECTE is in the fourth year of the course review process.
SMAS has achieved accreditation for the BMathFin and aims to accredit all Mathematics degrees with the Australian Mathematics Society in 2006.

SITACS has recently completed its accreditation with the Australian Computer Society and has had a major revision of the BCompSc in 2005.

4.2.2. Subject Review
The FEC approved a revised Subject Delivery Review Proforma and Checklist for Teaching and Assessment. The two documents have been forwarded to the Schools for implementation of a one year trial.

Resolution Exec 6/1:
It was resolved to recommend that the Subject Delivery Review Proforma and Compliance Checklist for Teaching and Assessment procedures be deployed by the Faculty for one year trial and experimentation, concluding December 2006.

5. REPORT FROM THE FACULTY RESEARCH COMMITTEE
In the absence of Professor David Steel, Professor Salim Bouzerdoum reported that:
- the Research Quality Framework was discussed at the first meeting held by the Faculty Research Committee;
- research will be assessed on quality and impact;
- four outputs of journal papers to be submitted – these will be ranked in groups of four to maintain confidentiality;
- quality will be targeted first;
- he met with Professors David Steel and Rei Safavi-Naini to discuss ways of grouping staff etc;
- University will commence the process this year;
- the Committee also spoke to its grants and scholarships policies and established that they are happy with current procedures;
- repeat HDR orientation sessions will be held throughout second session for new enrolling students.

6. REPORT FROM THE ASSOCIATE DEAN (ACADEMIC)
A/Professor Fazel Naghdy reported that:
- the Faculty Education Committee has introduced a method to measure quality of delivery;
- a form has been developed for subject co-ordinators to be used as part of quality assurance and teaching evaluations;
- data collated on trends in the delivery of subjects and teaching evaluations will be maintained in a database;
- information has been shared with Heads of Schools;
- feedback is being sought from the Schools which will then be reported back;
- there is currently no requirement to report this information back to ARD;
- a low response rate has been recorded for student surveys;
- approx 8% is required from the Government for funding purposes;
- he will work with the Deputy Vice-Chancellor (Academic) on ways of improving the process;
- he is making the transition into his new position as Associate Dean (Academic) with the help of Dr Geoff Trott and support from the Faculty staff.
A/Professor Graham Williams and the Committee joined in a vote of thanks for Dr Geoff Trott for his work as Sub-Dean of the Faculty.

7. REPORT FROM THE WORKPLACE ADVISORY COMMITTEE
   It was noted that this Committee has not met since the meeting held on 3 November, 2005.

8. FACULTY PLAN
   Ms Solveig Dewhurst reported that:
   - the draft Faculty Plan for 2005 – 06 has been attached to the agenda;
   - this is a living document – not a static document;
   - progress reporting has been changed from quarterly to triennial for the year;
   - there has been a review of last year’s objectives with new additions from the December planning day;
   - feedback is being sought prior to the Faculty Meeting.
   The Executive Committee noted the following additional strategies to the Plan:
   - the incorporation of the development of processes to enhance faculty student satisfaction as measured through Student Satisfaction Surveys, and
   - the incorporation of the development of processes to encourage and assist academic staff to apply for competitive grants in the area of quality teaching and learning.

9. OTHER BUSINESS
   There was no other business.

10. NEXT MEETING
   It was noted that the meeting dates schedule for 2006 is as follows:
   - 13 April
   - 8 June
   - 27 July
   - 21 September
   - 16 November

   The meeting closed at 2.25 pm.

   Signed as a true record

   Professor Joe Chicharo, Chair
   /   /