MINUTES OF MEETING NO 2/2004 HELD ON WEDNESDAY, 21 APRIL 2004 COMMENCING AT 1:30PM IN THE FACULTY MEETING ROOM (39/150A).

PRESENT:
Prof J Chicharo (Chair), A/Prof C Alcock, Mr B Brown,
Dr P Doulai, Dr S Gower, A/Prof F Naghy, Prof D Steel,
Dr G Trott, Mr B Webb and A/Prof M Zhang.

IN ATTENDANCE: Ms K Oborn and Ms S Dewhurst, Prof J Patterson, A/Prof D Kelly and
Ms H Sainsbury.

1. PRELIMINARY BUSINESS
1.1 Apologies, Leave of Absence
Apologies were received from A/Prof SP Zhu.

1.2 Confirmation of Minutes from previous meeting held 26 February, 2004
The minutes of the previous meeting, held 26 February 2004, were confirmed.

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

1.4 Address by Prof John Patterson
PVC (Operations) Prof John Patterson addressed the meeting to announce that:

- two expressions of interest had been received for the SITACS Head of School
  position, one from A/Prof Carole Alcock and the other from Dr Philip
  Ogunbona. Prof Patterson invited comments from School staff regarding the
  nominees and any foreseeable concerns. Prof Patterson advised he will be
  located in the School during the forthcoming week for staff to hold discussion
  with him regarding the Head’s position.

- expressions of interest will shortly be called for the new position of Associate
  Dean (Research) within the Faculty. This position will be tailored to meet the
  needs of the Faculty with Faculty Executive having direct input into the role.
  Input from staff of the Faculty will also be sought.

2. STARING OF ITEMS FOR DISCUSSION
The following items were starred for discussion:

5.2 Deletion of Internet Engineering Major from Bachelor of Engineering
5.3 Revision of BIST course requirements
6 Report from Faculty Research Committee

3. AUQA PRESENTATION
A/Prof Di Kelly and Ms Heather Sainsbury gave a presentation on AUQA. A/Prof Kelly
explained that the audit is to measure a university’s aims and objectives against its
practices and policies, across a number of areas; to measure congruence between
University strategic plans and School, Faculty and Teaching plans. The objectives of the
AVCC Code of Ethics along with Government guidelines need to be considered. A/Prof Kelly stressed that the audit is not a process for ranking one university against another. The tentative date for the University’s on-site audit is May 2005.

Heather Sainsbury presented a timeline for meeting the deadlines of the audit and gave an overview of the university’s preparation thus far, outlining the various steps to be completed in order to be well prepared for the on-site visit. Annual Reports and Faculty Plans will be scrutinised for examples and evidence of how AUQA requirements are met. Specifics are paramount to this process. Off-shore will also be audited.

A Performance Portfolio (20,000 words) is due to be submitted 3 months prior to the on-site visit. This effectively means that it must be completed at the end of November 2004.

Two hundred and fifty staff and approx 40 students campus-wide will be interviewed during the on-site visit. Preparation for the visit will include focus groups and mock audits involving two external quality auditors. Focus groups are to be implemented by June 2004, and Heather who will assist each Faculty on how to proceed.

A survey is being prepared to assist faculties in initiating staff engagement with the process. Faculty to decide whether all faculty staff or a representative group will complete the survey.

A/Prof Kelly advised that details are available on the AUQA web site: www.auqa.edu.au.

Solveig Dewhurst was nominated by the Dean as the initial contact person.

AUQA will have an impact on attracting international students; RMIT lost out as a result of their poor report.

The Dean suggested that communication is instrumental in making certain that all staff are familiar with policies and procedures being targeted by AUQA. He suggested that a standing item be included on committee agendas to aid this process.

4. **DEAN’S REPORT**

4.1 **Staff**

The Dean reported that:

- Valerie Baker has been appointed as a Lecturer A in SITACS and is also the South Coast subject coordinator.
- BIST is to be discontinued on South Coast, however another course is to be looked at to replace it.
- workloads should be completed by early May.
- SITACS and SECTE Heads’ of School positions should be filled by mid-June.
- an Associate Dean (Research) position is to be created for the Faculty and expressions of interest will be called for.
- Prof Farzad Safaei has resigned as TITR Director; a seminar was held on 20 April to discuss its restructure.
- Faculty retention and attraction allowances are to be reviewed.

4.2 **Activities**

The Dean reported that:
• a Trade Route article (targeting UK/Europe) has been published; the Faculty is awaiting copies.
• an Edge article has been printed and will be launched at the May 5 iAwards.
• HSC Career Advisers Day went well. Congratulations to Catherine Todd who gave an excellent presentation. A congratulatory email is to be sent to Catherine by the Dean.

4.3 Students
The Dean reported that:
• David Macpherson’s group are yet to provide accurate figures which is delaying School budgets. There is currently a 200 EFTSU discrepancy in the figures previously provided.
• Schools will receive half of their funding allocation until firm numbers are provided.
• Visa regulation changes may impact on international students. The five immigration points given for completing a two-year Masters degree at UoW have been rescinded as the university is no longer classified as regional.
• the closing date for student elections may need to be extended.
• revised UoW assessment policies are to establish a baseline student assessment process.
• Early Entry is scheduled for 1 October
• parking is currently an issue for Early Entry and the Dean is holding discussions with PVC(O).

4.4 Space
The Dean reported that:
• the space issue will not be resolved immediately. The Acting Head of SITACS and the Dean are to met with Bob Slater (B&G) to discuss a plan for better utilisation of the space available in building 39.
• the Motorola Wireless group are ready to move into building 39.
• it will be 2006 before the Innovation Campus is ready for occupation and the new building 6 is likely to be completed.
• PVC(Operations) has been contacted regarding the future space opportunities in building 39.

4.5 Budget
The Dean reported that:
• the Faculty is currently $980,000 in deficit but is still on track given the surplus carried over from 2003.

4.6 Other Campuses
The Dean reported that:
• negotiations are taking place with St George TAFE regarding possible articulation.
• Dubai’s response to accreditation cited few issues with our courses. Papers are currently with SITACS for completion which will have AUQA implications.
• Dubai wants independence and is becoming more US focussed, requesting that our degrees become four-year degrees. The VC has made contact with various Government ministers regarding this issue.
• Harbridge have repaid one $92,000 debt and have committed to clearing all debts by end of May. Talks regarding continuation will resume when debts have been cleared.

• Negotiations with Hong Kong Baptist look positive and they are very keen to proceed.

4.7 **Other**

The Dean reported that:

• nominations are required for a representative for the Environmental Management Review Team.

• Prof Steel is looking at developing a faculty-wide Professional Doctorate program.

• SMAS is establishing a Visiting Committee.

• profiles visit decision is due on Thursday.

5. **REPORT FROM THE FACULTY EDUCATION COMMITTEE –1 APRIL 2004**

5.1. **Revised Terms of Reference**

**Resolution Exec 04/06:**

*It was resolved to recommend the inclusion of a representative of the Faculty International Office as a member of the Faculty Education Committee and that the Terms of Reference be altered accordingly.*

5.2. **Deletion of Internet Engineering Major from Bachelor of Engineering**

Some discussion took place about the reasons for discontinuing this degree. It was felt that the degree was unsustainable due to lack of interest and low student numbers, with only one student enrolled in 2004. Dr Parviz Doulai suggested that a motion be put to Faculty Committee to tailor a fourth year Telecommunications Engineering degree to incorporate Internet Engineering. He was advised to put this through the School and reminded of time constraints for advertising any changes in publications.

**Resolution Exec 04/07:**

*It was resolved to recommend the deletion of the Bachelor of Engineering – Internet Engineering major from the UAC Booklet and no new enrolments be accepted, effective from 2005.*

5.3. **Revision of BIST Course Requirements**

**Resolution Exec 04/08:**

*It was resolved to recommend the approval of the Revision of BIST Course requirements including the deletion of the first sentence in the note below part c), effective from 2004, as outlined in the agenda.*

5.4. **Faculty Grievance Procedures**

**Resolution Exec 04/09:**

*It was resolved to recommend the approval of the Revised Faculty Grievance Procedures in compliance with the University Academic Grievance Policy as outlined in the attachment to the agenda.*
5.5 **SITACS Prizes**  
**Resolution Exec 04/10:**  
*It was resolved to recommend the approval of the changes in wording and syntax of the various SITACS prizes in compliance with the University Awards Committee requirements as outlined in the attachments to the agenda.*

6. **Report from the Faculty Research Committee**  
Dr Steve Gower reported that:  
- there are 28 RIBG (Pool 2) applications University wide; nine applications have been submitted from the Faculty, of which three are cross-faculty.  
- Discovery Linkage Project applications are due to Office of Research by 30 April.  
- expert readers are available to vet applications prior to submission for which the PVC(R) is providing funding.  
- a paper will be drafted to look at the FRC Terms of Reference and membership as current documents refer to the old research structure. The University’s Terms of Reference for faculties clearly outlines details of members and nominees.  
- a member of PRPC will be added to the FRC as a new member.  
- an approach has been received from a local school with a view to obtaining prizes for a two-day research forum event to be conducted in the Illawarra area. The FRC Chair has offered $250 and will approach the Science Centre and PVC(R) for donations towards other prizes.  
- the Commerce Faculty’s Research glossy brochure clearly shows the Informatics Faculty as the number one research Faculty at Wollongong.  

The Dean suggested that the discussion paper be developed but to wait until the Associate Dean (Research) position was filled for further input.

7. **Report from Workplace Advisory Committee – 8 April 2004**  
No report

8. **Financial Report**  
Reported under item 4.

9. **Report on Student Enrolment Numbers**  
Reported under item 4.

10. **Other Business**  
There was no other business.

11. **Date of Next Meeting**  
The next meeting is scheduled for Thursday, 27 May 2004.

The Dean thanked members for their input and closed the meeting at 3.15pm.

Signed as a true record

---

Prof Joe Chicharo, Chair