Minutes of Meeting No. 2/2005 held on Thursday, 21 April commencing at 1:30pm in the Informatics Meeting Room, Building 39, Room 150A.

PRESENT: Prof J Chicharo (Chair), Ms V Baker, Prof S Bouzerdoum, Dr P Doulai, A/Prof P Hyland, A/Prof F Naghdy, Prof P Ogunbona, Dr I Piper, Prof D Steel, Dr G Trott and A/Prof G Williams.

IN ATTENDANCE: Ms K Oborn and Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
      Apologies were received from Ms S Dewhurst.
   1.2 Confirmation of Minutes from Previous Meeting held 24 February, 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
   There were no items starred for discussion.

3. DEAN’S REPORT
   3.1 Staff
      The Dean reported that:
      • Will Tibbens has been elected as the Faculty representative to the Human Research Ethics Sub-Committee.
      • Subsequent interviews were held for the MICD position and the Committee has passed their recommendations on to Professor Margaret Sheil for a final decision.
      • The General Staff leadership survey will be rolled out in May with Solveig Dewhurst currently working on supervisor reporting lines.
      • Dr Phillip Ciufo has resigned from SECTE and James Gibson has resigned from SITACS.
      • The block advertisement to fill eight positions in SITACS appeared in the Australian this week. The School is recruiting in clusters with two senior positions in Health Informatics, four positions in IT and two Software Engineering positions advertised. He commended the Heads of School and staff on their work in preparing the advertisement.

   3.2 Activities
      The Dean reported that:
      • Faculty Prize Night was held last night and was very successful. He thanked all staff for their contribution. He commented that the current format works very well and welcomed any input.
      • The date for Early Entry has been set for 26 September.
3.3 Space
The Dean reported that:
- A proposal has been submitted to the Vice-Chancellor to consider the redevelopment of the hut and for a Faculty link between Buildings 3 & 39.
- Building 6 is currently not proceeding in the short term.
- The Faculty is limited by space for expansion of labs.

3.4 Offshore
The Dean reported that:
- Considerable time has been spent on consolidating offshore operations.
- There has been a smooth transfer from IDP to Singapore Institute of Management and it is working well.
- He is working towards having individual Academic co-ordinators for each offshore operation as it is too large to manage under the current structure, with each operation being financially separate.

A member asked how this would impact on the Academic’s current role. The Dean replied that there would be no change to their role.
- A formal signing with a new offshore program at Zhengzhou University, China will take place this week. It is anticipated this will attract 1000 plus students within the next four years. An IT college has been especially built at Zhengzhou to house this operation.

3.5 Students
The Dean reported that:
- Enrolment numbers are down on 2004 by 3.3% but nationally down 15%, with an increased market share of 1% over last year.
- Direct applications were down by 50% this year; we need to look at why and how to address. This has commenced with new assessment guidelines having been drafted for WUC.
- Solveig Dewhurst has been involved in data mining official data received from Aden Steinke, Strategic Planning Unit with regard to direct offers versus offers made through UAC. The standard of students has not lowered with direct offers and on average they are performing as well as others.
- The University is making a push to stop direct offers as the recruitment process is not working well in other Faculties. Our Faculty would lose from doing this.
- Nominations for student representatives to the four Faculty Committees have closed with 19 nominations received. Elections will be held at the end of next week.

3.6 Budget
The Dean reported that:
- Things are progressing well with the budget. He is keen to commit funds to lab upgrades as required and deemed necessary.
- The IT budget is ballooning out due to the current trend of replacing computers every three years. He is planning to implement a more hybrid model where not all computers would be replaced and money could be spent on more state of the art equipment etc.
• He will be forming an IT Policy Committee and, after receiving input from the Heads of Schools has identified the membership, will soon develop the terms of reference for approval by the Faculty Executive Committee and Faculty.

3.7 Other
The Dean reported that:
• The AUQA audit visit will take place between 16 – 19 May. The Faculty will not be directly involved. All staff are encouraged to be available for informal drop-in visits and if approached to participate.
• Development of the Faculty Strategic Plan is currently in progress, with the new model placing more ownership on the Schools.
• There will be a Faculty Advisory Committee (née Visiting Committee) meeting to be held on 13 May.

4. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 7 APRIL, 2005

4.1 Subject Proposal – Revision of ECTE953
The subject ECTE953 – Advanced Project has been updated.

The revision includes changes to:
• Subject Name
• Subject Content
• Learning Outcomes
• Tertiary Literacies
• Assessment Methods

The subject proposal and a summary of the relevant sections of the current subject description have been attached for comparative purposes.

Resolution Exec 5/1:
It was resolved to recommend approval of the revisions to ECTE953 – Advanced Project, effective from 2005.

4.2 Subject Proposal – Revision of ECTE957
The subject ECTE957 – Advanced Internet Project has been updated.

The revision includes changes to:
• Subject Content
• Tertiary Literacies
• Assessment Methods

The subject proposal and a summary of the relevant sections of the current subject description have been attached for comparative purposes.

Resolution Exec 5/2:
It was resolved to recommend approval of the revisions to ECTE957 – Advanced Internet Project, effective from 2005.
4.3 The Institution of Electrical Engineers Prize – Revision of Prize Value
SECTE and the Institution of Electrical Engineers wish to revise the value of the Institution of Electrical Engineers Prize from $250 to $400. The prize conditions have also been updated to reflect requirements of the new university prize policy and template. The eligibility criteria have not changed.

**Resolution Exec 5/3:**
*It was resolved to recommend approval of the value of The Institution of Electrical Engineers Prize increasing from $250 to $400, effective from 2005.*

4.4 ITCS937 – Removal of Pre-requisite
SITACS wishes to revise the pre-requisite for ITCS937 – Security, Risk Management & Control in Electronic Commerce, as follows:

**Current Pre-requisite**
IACT906 – Business On-Line

**Proposed Pre-requisite**
None

In the interim, an additional lecture will be held for any student who does not possess the assumed knowledge.

**Resolution Exec 5/4:**
*It was resolved to recommend approval of the pre-requisite revision to IACT937 – Security, Risk Management & Control in Electronic Commerce, effective from 2005.*

4.5 Addition of Subjects to IACT Graduate Subject List
SITACS wishes to add IACT940 – Research Methodology and IACT950 – Research Report to the IACT Graduate Subject List as they were previously inadvertently removed.

Subjects included in the IACT Graduate Subject List are available to students enrolled in either the Master of Information and Communication Technology or Master of Computer Science degrees.

**Resolution Exec 5/5:**
*It was resolved to recommend approval of the addition of IACT940 – Research Methodology and IACT950 – Research Report to the IACT Graduate Subject List, effective from 2006.*

4.6 Revision to BCompSc Course Requirements
SITACS wishes to revise the BCompSc Course Requirements as outlined in the attachment to the agenda.

**Resolution Exec 5/6:**
*It was resolved to recommend approval of the revision to the BCompSc course requirements, as outlined in the attachment to the agenda, noting the*
change is retrospective and that students who commenced prior to 2006 will be notified accordingly and will not be disadvantaged by the change.

4.7 Minor Course Proposal – BCompSc

SITACS wishes to officially list the availability of a second major in Politics as part of the Bachelor of Computer Science degree. A handful of students have already requested permission to undertake this second major, and it is a very popular choice.

The attached application for approval of minor amendment outlines the proposal.

Resolution Exec 5/7:
It was resolved to recommend:
(a) approval of the addition of a second major in Politics to the Bachelor of Computer Science degree, effective from 2005, and
(b) that SITACS provides written evidence of consultation with the Faculty of Arts prior to the proposal being forwarded to the Academic Senate Standing Committee for approval.

5. REPORT FROM THE FACULTY RESEARCH COMMITTEE

Professor David Steel reported that:
- The Faculty has submitted a total of 21 ARC grants which equates to about $7M of funding. Engineering had 22 grants totalling about $13m and Science 24 grants totalling about $14m.
- The Faculty had submitted six expressions of interest for the first round of ARC Linkage grants, although not all may eventuate.
- RIBG Pool 2 applications close on 2 May. Informal presentations will be held on Friday to help improve the process by giving applicants feedback earlier in the process.
- He is looking to firm up research groups outside the Faculty and is talking to A/Professor Graham Williams and Professor Philip Ogunbona about this.
  - Attending a meeting this afternoon of a University working group that also included Professor Rei Safavi-Naini and Professor Margaret Sheil to discuss the way forward. Professor Sheil will be preparing a response on behalf of the University which is due on 2 May.
  - Advocating that industry based activity and impact is as important as more traditional indicators.
  - It is unclear at this stage what will be the final result. There are likely to be changes to the way research activity, quality and impact are assessed. Current formulas used under the research training scheme are based on journals, citations and publications.
  - University response is not a process of consensus. Input is welcomed from Faculties and individuals.
  - Industry sector has been silent as this stage – possibly not aware of the impact. There is a call for industry to be involved as it will affect the higher education sector.
6. REPORT FROM WORKPLACE ADVISORY COMMITTEE

Kim Oborn reported that:

- The insect and rodent infestation problem in building 35 has been passed on to Buildings and Grounds for action. Any future concerns should be directed to Buildings and Grounds via the completion of an Incident Report.
- First Aid Officer and Fire Wardens signs have now been erected in Building 39 Faculty and Foyer area.
- The lantern-type torches for blackout procedures have been delivered and passed on to David Vernon who will arrange for distribution to the relevant areas.
- The Policy on alcohol and drugs in employment has been ratified by the University OH&S committee and was tabled at the meeting. The policy is to be read in conjunction with the Guidelines on use and management of alcohol at university functions document; both documents can be found on the OH&S web site at:

  o All staff should familiarise themselves with both documents and the implications of breaching the policy.
  o Questions were raised about the definition of non-medically prescribed drugs and whether this includes paracetamol. The OH&S unit reply is that medically prescribed drugs include those that can be prescribed by anybody and be bought over the counter at a chemist; which includes panadol, dispirin etc. The term non-medically prescribed drugs refers to the drugs which are not medicinal or prescribed, for example recreational/experimental drugs, and prescription medication that is not appropriately obtained.

7. FINANCIAL REPORT

Reported under item 3.

8. OTHER BUSINESS

There was no other business.

9. DATE OF NEXT MEETING

The next meeting is scheduled for 2 June, 2005.

The Dean thanked members for their input and closed the meeting at 2.40 pm.

Signed as a true record

Professor Joe Chicharo, Chair

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