UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

EXECUTIVE COMMITTEE

Minutes of Meeting No. 2/2006 of the Faculty of Informatics Executive Committee held on Thursday 13 April commencing at 1:30 pm in the Informatics Meeting Room, Building 39, Room 150A.

PRESENT: Prof J Chicharo (Chair), Prof S Bouzerdoum, Ms S Dewhurst, A/Prof F Naghdy, Prof P Ogunbona, Dr I Piper, Dr D Steel, Dr D Stirling, Mr B Webb and A/Prof G Williams.

IN ATTENDANCE: Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
        Apologies were received from Ms V Baker and A/Prof S Zhu.
   1.2. Confirmation of Minutes from Previous Meeting held 23 February, 2006
        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
   The Dean congratulated A/Prof Ken Russell who received the VC’s Faculty Award for Outstanding Contribution to Teaching and Learning (OCTAL).
   3.1. Staff
        The Dean reported that:
        - the first meeting of the Faculty Workload Reference Group will be held on 26 April. Elected members of this Group are Ms Penney McFarlane, Mr Peter Castle, A/Prof Fazel Naghdy and the Dean;
        - the Dean will follow up on the work done by Heads of School and address the minor lack of compliance from individuals who have yet to complete workloads;
        - the Faculty has a full complement of attendees for the Chinese Cultural and Language workshops to be held on 25 May for Academic Staff and 26 May for General Staff;
        - an industrial lawyer from Melbourne has been contracted by the University to ensure compliance with the recent workplace reforms which requires all employees to be offered Australian Workplace Agreements. There are currently 1,100 AWAs across the University on the table for review – staff will have a choice. Individual information sessions will be held for all Deans; and
        - General Staff will be moving to electronic timekeeping within the next month.
3.2. Activities
The Dean reported that:
- a Showcase of Excellence – Careers Advisors’ luncheon was held on 24 March;
- there has been a 35% increase in interest at Southern Career Markets;
- Ms Solveig Dewhurst recently attended Careers markets in country areas;
- he recently attended TIGS and gave a presentation to Years 11 and 12 along with representatives from six other Faculties;
- a Maths Teacher’s Day will be held on 27 June;
- a Year 10 Information night will be held on 20 June;
- the Faculty’s Prize Night will be held on 31 May; and
- the Dean’s Merit List Luncheon will be held on 19 July.

3.3. Offshore
The Dean reported that:
- the Hong Kong operation will be launched shortly;
- all staff, in particular, Philip Ogunbona and Willy Susilo, have done a great job working with our Singapore Institute of Management partner – 140 students have been enrolled there which equates to more than our domestic student numbers in SITACS;
- things are back peddling slightly with our INTI Malaysia partner – this is not a high profile partnership; and
- INTI Indonesia has been identified as having the potential to be an excellent partner with large student numbers. With this being an offshore operation, the travel issues pose difficulties. A strategic plan has been received but as yet not been signed off.

3.4. Students
An undergraduate domestic load handout was tabled at the meeting.
Ms Solveig Dewhurst reported that:
- audit date figures and historical data have been provided in the handout for comparison;
- postgraduate numbers have dropped from 310 – 195;
- research student numbers have increased by 11%;
- undergraduate domestic numbers are down 16%, international numbers are down 34% down;
- the undergraduate cohort of students is of greater concern;
- the enrichment program is underway with:
  - the timetable on the Faculty’s web page;
  - registration numbers of 103 as at 12 April, and
  - the program having received free media coverage and publicity in the Illawarra Mercury, St George and Sutherland Leader and also been featured as an i98 community announcement.

3.5. Budget
The Dean reported that:
- he met with Professor John Patterson, Damien Israel and Aden Steinke yesterday;
- the Faculty is on alert with regard to student numbers – next year will be a measure of how we are going;
- this Faculty is one of the best managed Faculties with our expenditure being tracked perfectly;
- we may get our expected budget; and
10% of our operating budget is generated from our offshore operations.

3.6. Other

IT/IS Review

The Dean reported that:

- Professor John Hughes has passed away – the Faculty has acknowledged his contribution to the SITACS review a few years ago by making a donation to Diabetes Australia as per the family’s request;
- the working committee for the IT/IS Review has been formed – Professor Graeme Shanks from Monash will be replacing John Hughes, the other external panel member is Professor Shirley Gregor from ANU. Internal panel members are the Dean, Professors Philip Ogunbona and Peter Eklund and A/Professors Peter Hyland (Informatics) and Rodney Clarke (Commerce);
- a meeting was held this week which looked at the overlap of degrees; and
- a report is due towards the end of July.

Web Development Project

Ms Solveig Dewhurst reported that the Request for Proposal for the University’s web development project has been sent to the preferred tenderer list with responses due end April.

Research Information System

Ms Solveig Dewhurst reported that:

- the publications module will be the first module to be developed;
- the system is moving into a Faculty-based architectural development stage; and
- rollout is slated for the end of June.

Business Continuity Planning Project

Ms Solveig Dewhurst reported that:

- the Faculty is now working on supporting documentation for the Faculty’s disaster recovery plan;
- all Faculty staff have been presented with awareness training by Leah Roulstone the Project Manager; and
- the disaster walkthrough has been rescheduled to July.

Space Utilisation Project

Ms Solveig Dewhurst reported that:

- this project is still in audit mode until the end of session;
- all space is being investigated;
- the span of investigation hours is from 8:30 am – 8:30 pm; and
- the outcome may have serious implications for the Faculty.

IP Location Aware Services Initiative

The Dean reported that:

- this is an initiative developed with Andrew Corporation, the PVC (Research) and the Faculty;
- a pool of money to fund proposals has been allocated by the PVC (Research) and the Faculty;
- an initial information session was held on 10 March; and
- a call for proposals has been sent out.
IT Digest
Ms Solveig Dewhurst reported that:
- a new link has been placed on the Faculty web page which provides access to summaries of IT and other general higher education information from The Australian; and
- this is an initiative developed by SITACS and compiled by Jenny Deura on a monthly basis.

4. REPORT FROM THE FACULTY OF EDUCATION COMMITTEE – 23 MARCH, 2006
4.1. Items Discussed at Meeting
CEDIR
Richard Caladine reported that he has been asked by the DVC(A) to develop a campus-wide strategy for teleconference. He will propose three levels of installation:
- at the basic level this will consist of a webcam, headset and software on an academic's PC.
- the middle level would suit medium sized teaching spaces and labs accommodating up to 30 people.
- the top level will be a multi-camera installation similar to that in 20.5. It is expected that there will be only two or three of these in common teaching area lecture theatres.

Revised Compliance Checklist for Teaching and Assessment
FEC discussed amendments proposed to the Checklist by SITACS, however, it was agreed that the Committee would review the individual Schools’ checklists and review the issue for next session.

Review of BIST Degree
In accordance with the course review guidelines, FEC nominated members for the review committee. These nominations have been forwarded to the Dean.

Ranking of FSA Applications
FEC ranked the seven Faculty Service Agreement applications which were received.

5. REPORT FROM THE FACULTY RESEARCH COMMITTEE
Research Quality Framework
Professor David Steel reported that:
- the new Minister has formed a new Committee – not sure of the outcomes from this;
- he has spoken to the PVC (Research), Professor Lee Astheimer, regarding quality measures;
- clearer research information systems need to be implemented to be better prepared – he is working with Solveig Dewhurst in this regard and will also seek assistance from research group leaders;
- an early map has been given to the PVC (Research);
- focus should be on quality for the short-term;
- systems side is the largest activity; and
- heading in the right direction with the emphasis on quality over quantity.
Other
- 25 ARC Discovery grant applications have been submitted by the Faculty – 121 were received University wide;
- the current round of RIBG Pool 2 grants is open – a reminder will be sent out next week; and
- there is the possibility of two linkage grants being submitted by the Faculty – one is through the Faculty of Engineering. This is an area that needs to be focussed on by the University as there are not many applications being submitted.

Discussion:
- Time is an issue and challenge.
- There needs to be a staff member in the Faculty to act as a “broker” and explore potential partnerships – this needs to be accelerated.
- Enlist the assistance of the MICD, Craig Peden to source industry partners, create initial contact and develop linkages, ie become the default “broker”.

6. REPORT FROM THE ASSOCIATE DEAN (ACADEMIC)
A/Professor Fazel Naghdy reported that:
- a meeting was held to discuss Competitive Grants in Teaching and Learning – a good pool of funds is available;
- the Faculty has been ranked top in conjunction with Commerce with a 91% compliance rate for our compliance with subject outline guidelines – as was reported after an audit of sample subject outlines across the University;
- the next University Audit will focus on what processes are in place for subject and course reviews – the Faculty has been working on putting appropriate processes in place for both;
- the new procedure in place for processing academic forms seems to be working and tracking well; and
- the BIST degree will be reviewed.

New Initiative in Multi-Media
- a further meeting was held yesterday to discuss the New Initiative in Multi-Media;
- he tabled a proposal titled Bachelor of Creative Computing at the meeting – a proposal for collaborative implementation with TAFE and the Faculty of Creative Arts. The course has support from the Acting Dean, Creative Arts, Professor Amanda Lawson. Anecdotal evidence also suggests that the course will create a new market in Australia. The course is likely to be housed at the Innovation Campus as a new initiative;
- the course will also involve the School of Electrical, Computer and Telecommunications Engineering;
- he is asking for comments from the Heads of School;
- a working party will be formed to include representatives from the Faculty of Creative Arts;
- a course proposal will be submitted through the Faculty Education Committee – this is a good initiative to attract a new cohort of students;
- he is also seeking feedback from the Executive Committee; and
- the last page which reads “Current and new subjects from Informatics Faculty” should be changed to read “Current and new subjects from Creative Arts Faculty.”

7. REPORT FROM THE WORKPLACE ADVISORY COMMITTEE
This item was not starred, therefore no report was received.
8. OTHER BUSINESS
   The Dean asked Committee members if they have any suggestions for other functions and/or the role of the Faculty Executive Committee noting that feedback would be welcomed from all members.

9. NEXT MEETING
   It was noted that the next meeting will be held on 8 June, 2006 in the Faculty Meeting Room (39.150A).

The meeting closed at 2:45 pm.

Signed as a true record

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Professor Joe Chicharo, Chair