Minutes of Meeting No 3/2004 held on Thursday, 27 May 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 Naghdy, Prof P Ogunbona, Prof D Steel, Dr G Trott, A/Prof M Zhang (arrived 2:40) and A/Prof SP Zhu.

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.

   1.2 Confirmation of Minutes from previous meeting held 21 April, 2004
   The minutes of the previous meeting, held 21 April 2004, were confirmed.

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

2. STARRING OF ITEMS FOR DISCUSSION
   The following items were starred for discussion:
   3 Dean’s Report
   4 Faculty Education Committee Report
   4.4 Replacement of Subject in Bachelor of Engineering – Mechatronics Degree
   4.12 New Servicing Subjects for SECTE and Bachelor of Engineering
   6 Faculty Research Committee Report
   7 Workplace Advisory Committee Report
   8 Financial Report

3. DEAN’S REPORT
   The Dean welcomed the new Head of SITACS, Professor Philip Ogunbona.

   3.1 Staff
   The Dean reported that:
   • workloads are now complete and data analysis is taking place; results will be published to the web as soon as available.
   • applications have now closed for the Head of SECTE Professorship position. There were 20 applicants from which a shortlist of four has been compiled, each candidate will give a presentation on 17 June and interviews will take place on 18 June.
   • expressions of interest for the position of Associate Dean (Research) have been circulated. The PVC (O) held talks with staff regarding any concerns and will now talk to the Heads of Schools and the Dean before making a recommendation to the Vice Chancellor. An announcement will be made in early June.
• Professor David Steel’s term of office as Head of SMAS is due to expire in July; expressions of interest for the position will be called for shortly.

• expressions of interest are now being called for the position of Director of TITR. The position will be a 50% appointment and a senior staff member with a track record in attracting competitive grants is being sought.

• two contract positions in SITACS are due for renewal and will be advertised as continuing positions in early 2005.

• three Lecturer B positions in SMAS are to be advertised; one in Applied Maths, one in Financial Maths and one in Pure Maths.

• the PVC (R) has agreed to fund a Senior Lecturer position in the Statistical Consulting Group for a three year period.

3.2 **Promotions and Probations**

The Dean reported that:

• the five applicants for Professorship from the Faculty were unsuccessful. Discussions will be held with the VC in an effort to determine how staff can be better prepared for the next round.

• all probations applicants were successful.

3.3 **Activities**

The Dean reported that:

• articles promoting the Faculty have recently been published in the Trade Route and EDGE publications.

• the faculty needs to profile student projects through the local media to raise its profile for recruitment purposes.

Mr Bob Brown suggested that a multi-branding approach could be beneficial in promoting the faculty.

3.4 **Space**

The Dean reported that:

• the Motorola group has now moved into building 39.

• Bob Slater is to present ideas on how to best utilise the available space in building 39.

• discussions are being held regarding a meeting room large enough to accommodate staff meetings and meetings with visitors; the north-east corner of the main entry foyer adjacent to the Enquiry Centre on level 1 of building three is the preferred location.

3.5 **Other Campuses**

The Dean reported that the proposal for Bachelor of Information Technology Education at Loftus is no further advanced.

3.6 **Students**

The Dean reported that:

• all student rep positions have been filled and thanked the Executive Officer for driving the process.

• student satisfaction is declining according to the recently-released Course Experience Questionnaire report; David Steel is conducting an analysis on the results.

3.7 **AUQA**

The Dean reported that:

• the Faculty Planning and Resource Report has been uploaded to the web.
• the outcome of the profiles visit should be known by the end of June; it is expected that there will be 400 student places and 70 Medical School places.
• the Medical School is likely to be announced when the Prime Minister visits Shoalhaven; there is a possibility that the Medical School will be twinned with Ballarat, another regional institution.
• a Visiting Committee meeting was held last week; Terms of Reference are to be looked at to incorporate the recruitment of new members who are in key industries which will have some benefit for the Faculty.

3.8 Internationalisation
The Dean reported that:
• an Internationalisation model is being developed.
• Harbridge constitutes 50% of the Faculty’s off-shore activity and still owes a significant amount of money for 2003; this year’s amount is not yet determined. The International Office and Karen Scott are working on finalising outstanding amounts including wind-up costs. The Faculty will still have responsibility for student completions.
• negotiations with a prospective partner in China have come to a halt until an appropriate model is developed. The Chinese market is large and could impact on our International numbers.
• the Dubai accreditation is complete but a final response has not been released as Quality Assurance issues are still being worked through.

3.9 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.
• the profiles visit decision is due on Thursday.
• discussions will take place next week regarding the parking submission for Early Entry. The issue is to be placed on Deans and Senior Executive agenda.
• the School Enrichment Program is to be cut back to two sessions per year.
• discussions have taken place with Nortel’s replacement for Jodie Clark, Bill Barnes. A presentation day to be conducted to showcase projects being conducted by Faculty staff and are relevant to Nortel.

4 REPORT FROM THE FACULTY EDUCATION COMMITTEE –13 MAY, 2004
The FEC Chair, A/Prof Fazel Naghdy gave a brief overview of all items presented to Faculty Executive from FEC. He explained that many of the changes were a result of streamlining some of the courses offered, particularly as a result of the SECTE course review. The Dean expressed concern regarding the addition of subjects without a corresponding reduction and the consequent increase in workload, suggesting that there is a need to look at how resources and staff time are utilised for best results. Prof Steel commented that an injection of resources can lead to a better pass rate. A/Prof Alcock added that the Faculty needed to increase resources while the opportunity was available, or risk losing 1st year students if they were not given a good experience.
4.1 Faculty Service Agreements
Four submissions for Faculty Service Agreements were received for assistance for Autumn Session, 2005. Applications were ranked and submitted to CEDIR prior to the 14 May deadline. Development and production will take place during Spring Session 2004.

4.2 Revision of Graduate Diploma in Internet Technology subject list

Resolution Exec 04/11:
It was resolved to recommend the approval of the revised subject list for the Graduate Diploma in Internet Technology, as outlined in the attachment to the agenda, effective from Autumn 2004.

4.3 Removal and addition of 200 and 300/400-level subjects for BIST degree
Faculty has revised subjects for the BIST degree and wishes to make the following changes:

a) The following subjects to be removed from the 300-level list of electives for the BIST – Internet Technology specialisation:
   DESN311, ECTE301 and ECTE363.

b) The following subjects to be added to the 300-level list of electives for the BIST – Internet Technology specialisation:
   COMM303, COMM 327, COMM351, IACT301, IACT304, IACT305, IACT417, IACT418, IACT419, IACT 424, MARK343 and MGMT370.

c) The following subject to be removed from the 300-level list of electives for the BIST – Internet Applications and Internet Commerce specialisations:
   DESN311.

d) The following subjects to be added to the 300-level list of electives for the BIST – Internet Applications and Internet Commerce specialisations:
   BUSS311, CSCI361, IACT405, IACT424, IACT305, IACT430, MARK343 and MGMT370.

e) The following subject to be added to the 200-level list of electives for the BIST – Internet Applications and Internet Commerce specialisations:
   ECON227.

f) The following subject to be added to the 200-level list of electives for all specialisations of the BIST degree.
   ITCS201.

Resolution Exec 04/12:
It was resolved to recommend approval of the changes to the Internet Applications, Internet Commerce and Internet Technology specialisations of the BIST degree, noting that students currently enrolled will not be disadvantaged by the change, effective from Autumn 2004.

4.4 Replacement of subject in Bachelor of Engineering – Mechatronics Degree
SECTE and the Engineering Faculty have come to an agreement to remove from the Bachelor of Engineering – Mechatronics degree, ECTE371 – Mechatronics Design and replace it with ECTE350 – Engineering Design and Management 3, effective from 2005.
Resolution Exec 04/13:
It was resolved to recommend approval of the changes to Bachelor of Engineering – Mechatronics degree, effective from 2005.

4.5 Changes to Bachelor of Engineering degrees
SECTE, with the agreement of all stakeholders, wishes to make modifications to Year 1 of the Bachelor of Engineering – Computer, Electrical, Mechatronics and Telecommunications Engineering degree courses and their associated double degree courses:

a) Remove ECTE150 – Engineering Design and Management 1 and replace with new subject ECTE171 – Introduction to Signals and Systems.

b) Remove ECTE101 – Electrical Engineering 1 and replace with ECTE172 – Introduction to Circuits and Devices.

c) Modify BInfoTech, BCompSci, BIST and any other degrees that currently include ECTE 101, ECTE150, ECTE195 and ECTE233.

It should be noted that the inclusion of ECTE171 – Introduction to Signals and Systems in the program of study for Bachelor of Engineering/Bachelor of Commerce will require an additional six credit points overall and a small modification to the course rules.

Resolution Exec 04/14:
It was resolved to recommend approval of the changes to Bachelor of Engineering – Computer, Electrical, Mechatronics and Telecommunications Engineering degrees and their associated double degree courses, as outlined in the attachment to the agenda, effective from 2005.

4.6 Change to Course Rules – Bachelor of Engineering/Bachelor of Commerce
The inclusion of ECTE171 – Introduction to Signals and Systems in the program of study for Bachelor of Engineering/Bachelor of Commerce will require an additional six credit points overall and a small modification to the course rules.

Resolution Exec 04/15:
It was resolved to recommend approval of the amendment to part (a) of the course rules for Bachelor of Engineering/Bachelor of Commerce degrees as follows:

(a) all subjects prescribed for the Bachelor of Engineering, (except ECTE250 Engineering Design and Management 2 and the Computer Option) and having a value of 180 credit points;

effective from 2005, for new enrolling students.

4.7 Modification to BIST degree
Subject changes to the Bachelor of Engineering degree has ramifications for some specialisations in the BIST degree. SECTE recommends that for the Internet Applications, Internet Commerce and Internet Science specialisations, for 2005, students have a choice of ECTE171 – Introduction to Signals and Systems or ECTE195 – Design and Management, but for the Internet Technology specialisation, ECTE171 – Introduction to Signals and Systems replaces ECTE195 – Design and Management from 2005.

Resolution Exec 04/16:
It was resolved to recommend approval of the changes to BIST – Internet Technology, Internet Applications, Internet Commerce and Internet Science
specialisations to reflect the subject changes made to Bachelor of Engineering, as outlined in the attachment to the agenda, effective from 2005.

4.8. **Modification of Subject ECTE250 – Engineering Design and Management 2**  
**Resolution Exec 04/17:**  
It was **resolved** to recommend approval of the modifications to ECTE250 – Engineering Design and Management 2, as outlined in the attachment to the agenda, effective from 2005.

4.9 **Modification of Subject ECTE350 – Engineering Design and Management 3**  
**Resolution Exec 04/18:**  
It was **resolved** to recommend approval of the modifications to ECTE350 – Engineering Design and Management 3, as outlined in the attachment to the agenda, effective from 2005.

4.10 **Modification of Subject INFO202 – Project**  
**Resolution Exec 04/19:**  
It was **resolved** to recommend approval of the modifications to INFO202 – Project, as outlined in the attachment to the agenda, effective from 2005.

4.11 **Deletion of ECTE381 from BE – Telecommunications Engineering degree**  
SECTE wishes to delete ECTE381 Internet Engineering 1 and replace it with a Telecommunications Option in the BE – Telecommunications Engineering and associated double degrees, from 2005.  
**Resolution Exec 04/20:**  
It was **resolved** to recommend approval of the following changes for the BE – Telecommunications Engineering and associated double degrees:  
(a) deletion of ECTE381 – Internet Engineering 1; and  
(b) replacing ECTE381 with a Telecommunications Option,  
effective from 2005.

4.12 **New Servicing Subjects for SECTE and the Bachelor of Engineering**  
SITACS will offer Bachelor of Engineering students CSCI191 – Engineering Programming 1 and CSCI192 – Engineering Programming 2 in place of CSCI114 and CSCI121.

SEITACS members advised that it was decided at the SITACS SEC to alter the contact hours per week from 3 hours lectures, 3 hours laboratory to 3 hours lecture/tutorial, 2 hours laboratory to give more teaching flexibility. The change in contact hours were noted and FEC agreed to approve the changes made by the SITACS SEC.  
**Resolution Exec 04/21:**  
It was **resolved** to recommend approval of the replacement of CSCI114 and CSCI121 with CSCI191 and CSCI192 for Bachelor of Engineering students, effective from 2005.

4.13 **Change Entry Requirements to IACT441 – Research Methodology**  
To accommodate students with a Spring entry offer, who have been granted the equivalent of two years advanced standing or credit exemption, the pre-requisite is to be amended to read:  
Where students articulating (via credit or advance standing) to UoW have completed less than 2 full-time sessions (ie. 48 cp) at UoW, the entry requirement for IACT441 and thus BinInfoTech (Hons), is:
a GPA of prior qualification (weighted) plus, WAM for session completed at UoW.

Current Pre-requisite: WAM of 67.5 and approval from Head of School.

Resolution Exec 04/22:
It was resolved to recommend approval of the changes to entry requirements for IACT441 – Research Methodology, effective from 2005.

4.14 Change of Pre-requisite for CSCI446 Multimedia Studies
The BIST Coordinator has requested that BIST students be permitted to take CSCI446 – Multimedia Studies as an elective. The pre-requisite is to be amended to read:

24cp @ 300 level or CSCI213 and INFO202.

Current Pre-requisite: 24cp @ 300 level.

Resolution Exec 04/23:
It was resolved to recommend approval of a pre-requisite change for CSCI446, effective from 2005.

4.15 Addition of Subjects to Master of Information Technology Management
SITACS wishes to add the following subjects to the Master of Information Technology Management Group A list of subjects commencing from 2005:
IACT932 – Special Topics in Information and Communication Technology B
IACT905 – Information Technology and Innovation

Resolution Exec 04/24:
It was resolved to recommend approval of the addition of IACT932 and IACT905 to the Group A Subjects list for the Master of Information Technology Management degree, effective from 2005.

4.16 Master of Information and Communication Technology
SITACS wishes to reorganise the Graduate Subjects list and the Graduate Additional Subjects list and reword the concluding statement on the IACT Graduate Subjects List to remove ambiguity for the Master of Information and Communication Technology degree, commencing from 2005, as follows:

a) Remove ITCS923 – Wired Web from Graduate Additional Subjects List;
b) Remove ITCS932 – from IACT Graduate Subjects List (already listed in CSCI).
c) Transfer ITCS936, ITCS937, ITCS938, ITCS950 and ITCS951 from IACT Graduate Subjects List to Graduate Additional Subjects List.

Proposed concluding statement: Any subject at 900 level from BUSS, MATH, STAT, ECTE, TBS. Any other 900 level subject is to be approved by the Head of School.

Current concluding statement: Any subject at 900 level from BUSS, MATH, STAT, ECTE, TBS, or any other 900 level subject approved by the Head of School.

Resolution Exec 04/25:
It was resolved to recommend approval of the rewording of the concluding statement in the Graduate Additional Subjects List to remove ambiguity and the removal and reorganisation of subjects for the Master of Information and Communication Technology degree, effective from 2005.
4.17 Master of Electronic Commerce
SITACS wishes to make the following subject changes to the Master of Electronic Commerce degree:
   a) Remove ITCS923 – The Wired World
   b) Add ITCS940 – Multimedia Programming Foundation (Group A)

Resolution Exec 04/26:
It was resolved to recommend approval of the removal of ITCS923 and the addition of ITCS940 for the Master of Electronic Commerce degree, effective from 2005.

4.18 Master of Health Informatics
SITACS wishes to add the following subject to the Electives List for the Master of Health Informatics degree:
   a) ITCS904 – Database Systems (CSCI235).

Resolution Exec 04/27:
It was resolved to recommend approval of the addition of ITCS904 to the Master of Health Informatics degree, effective from 2005.

4.19 IACT304 – Change of Subject Name
SITACS is proposing to change the subject name for IACT304 from eBusiness Fundamentals to Principles of eBusiness. There are two reasons for this change:
   a) the title already exists in another faculty.
   b) the proposed name is more “solid” and sounds better on a student’s résumé etc.

Resolution Exec 04/28:
It was resolved to note the proposed change of subject name for IACT304 from eBusiness Fundamentals to Principles of eBusiness, effective from 2005.

4.20 Changes to BIST Year 2 and 3 Elective List
The Proposed changes to Year 2 and 3 BIST elective lists was instigated by the BIST Co-ordinator and have been endorsed by SITACS. The following are the suggested changes to the BIST Electives for the Internet Applications and Internet Commerce Strands.
Additions to Year 2 elective list:
   ECON227
   ITCS201

Additions to Year 3 elective list:
   IACT430, MARK343, CSCI361, BUSS311, MGMT370, IACT424, IACT405, IACT418, IACT419, IACT417, IACT424, COMM303, COMM327, COMM351, MARK343, MGMT370.

Remove the following subject from Year 3 elective list: DESN311

Resolution Exec 04/29:
It was resolved to recommend approval of the changes to Internet Applications and Internet Commerce specialisations of the BIST degree, effective from Autumn 2004, noting that students currently enrolled will not be disadvantaged by the changes.

4.21 PASS/FAILURE RATES
Dr Anne Porter tabled a report on the sub-committee’s progress. SMAS SEC has requested that she organise a subject review for STAT131 with the idea of developing a template for future subject reviews. As part of the process of developing a review template and a follow-up mechanism which can be used for
meeting Schools’ requirements of reviewing all subjects over a 3-5 year period, Dr Porter has suggested that each School nominate one subject for this purpose.

The sub-committee presented the following recommendations to FEC:

- That the Dean request the Heads of SECTE and SITACS identify one subject each to take part in a subject review based on this session, noting that STAT131 has been selected by SMAS.
- That the sub-committee be expanded to include someone from CEDIR as they are involved in evaluation and development of surveys for teaching evaluation.

The sub-committee notes that while its primary function is to address the pass/fail rates, the processes used are linked to the practices to be established for reviewing subjects. FEC agreed that the Sub-committee would seek resources and support from the Dean.

5. **AUQA REPORT**
   Reported under Item 3.

6. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**
   Dr Steve Gower reported that:
   - Institutes should have received their base funding and Performance Indicators funding.
   - all three CRC bids are through to stage two of the selection process.
   - Linkage Projects Round One will be announced in June.
   - RIBG ranking has taken place at URC; three Informatics projects have been supported receiving approximately 20% of total funding.
   - support for New Researcher grants has been devolved down to Faculty level from URC.
   - an approach has been made by a local telecommunications manufacturer producing head and hand sets for trunk radios, seeking students to work on projects with a view to providing employment for final year students.
   - as part of the Office of Research restructure, Troy Coyle will be located in the Faculty of Engineering and will be the primary point of contact for Industry interested in pursuing collaborative research. It is intended that Troy will look after Science and Engineering whilst another suitably qualified person will be providing the same service to the remaining faculties. The intent is for these people to be in at the ground level on Industry Partnerships and contract related discussions for all industry related activities, eg. Linkage, CRC etc.
   - a recently held Blue Sky forum on manufacturing revealed that getting onto campus is problematic as is determining who to contact in the first instance. It is intended that Troy Coyle and her counterparts will rectify these shortcomings.

7. **REPORT FROM WORKPLACE ADVISORY COMMITTEE – 20 MAY 2004**
   Mr Les Ohlbach reported that:
   - the Career Development Unit has revised training for Workplace Advisory Committee members into modular form.
   - a blackout kit comprising three different types of torch has been agreed upon; distribution will be one kit to each School and the Faculty Office.
   - A/Prof Philip Laird is the new Faculty representative to the central OH&S Committee.
• Mr Ed Farrell is the new student representative to the Faculty WAC.
• the building noise in building 15 and surrounds should cease at the end of May with the completion of the renovation. An expression of concern has been compiled by the WAC and will be sent to Bob Slater.
• an expression of concern regarding hygiene issues resulting from cuts in the working hours of the cleaners has been put to the OH&S Unit.

8. **FINANCIAL REPORT**
   The Dean reported that:
   • the Faculty’s financial position is unchanged from last meeting.
   • the International Off-shore issue could cause problems.
   • he is keen to build infrastructure for the Faculty and has asked Heads of Schools to come up with ideas on an item of lasting value for their school; one for each school to be funded. Heads of Schools to report back to the Dean by Friday 11 June 2004.

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, 22 July 2004.

The Dean thanked members for their input and closed the meeting at 3.00pm.

Signed as a true record

Prof Joe Chicharo, Chair
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