UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  
EXECUTIVE COMMITTEE

Minutes of Meeting No. 3/2005 held on Thursday, 2 June commencing at 1:30pm in the Informatics Meeting Room, Building 39, Room 150A.

PRESENT: Prof J Chicharo (Chair), Prof S Bouzerdoum, Dr R Clark, Dr P Doulai, A/Prof P Hyland, A/Prof F Naghdy, Prof P Ogunbona, Dr I Piper, Dr G Trott and A/Prof G Williams.

IN ATTENDANCE: Ms K Sheridan

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies were received from Ms V Baker, Ms S Dewhurst, Prof D Steel and Mr B Webb.

1.2 Confirmation of Minutes from Previous Meeting held 21 April, 2005
The minutes from the previous meeting were confirmed.

1.3 Business Arising from the Minutes
Professor Philip Ogunbona noted that Academic Senate Standing Committee approved the revision to the Bachelor of Computer Science course requirements (Item 4.6), but without retrospective application.

2.STARLING OF ITEMS FOR DISCUSSION
Items 3, 4.2 and 8 were starred for discussion. Unstarred items were adopted as a single item.

3. DEAN’S REPORT

3.1 Staff
The Dean reported that:
- An offer was made to one of the MICD candidates, but that offer was declined. All other appointable candidates have received job offers from elsewhere. In the meantime, a highly-qualified person is acting in the position for 3 days per week while a new model for the position is considered and finalised.
- As advised by email, the Leadership Survey will be rolled out from 6 June.
- Ms Solveig Dewhurst is the new Dean’s nominee to the Faculty Workplace Advisory Committee (WAC).
- Interviews for SITACS academic positions to take place soon and aim to have most filled by the end of the month.
- SECTE positions:
  - will advertise shortly for vacant academic positions.
  - Unfortunately Mr Stephen Gass has resigned due to ill health. However, moving to appoint the two top candidates who applied
for Stein’s position to fill both vacant positions immediately.

3.2 **Activities**

The Dean reported that:

- The first Enrichment program sessions were very successful, with attendance close to double the expected numbers. Mr Daniel Saffioti is congratulated for his enthusiasm and fantastic effort in organising such an event.

- Domestic careers markets are in full swing, with a solid number of quality enquiries received at both the Illawarra and Sutherland markets. Ms Solveig Dewhurst is attending markets in Forbes, Dubbo and Bathurst this week and Ms Kristine Sheridan is attending the St George market tomorrow. Other markets in June include: Smith’s Hill High, Macarthur (Campbelltown) and Albury/Wagga/Griffith.

3.3 **Students**

The Dean reported that:

- Spring session domestic offer numbers are currently low at 32 offers made.

- Graduate Attributes Challenge is on again in 2005, with applications closing 16 July, 2005. Informatics students won 2 of the 3 possible awards last year, so schools are asked to encourage students to participate.

- Subject Evaluation Survey will be open to students from 3 – 20 June, with results available mid next semester.

**Action:** Obtain a sample set of Subject Evaluation Survey questions and distribute to Executive Committee members.

3.4 **Other**

The Dean reported that:

- He met with Professor John Glynn and Professor John Patterson to discuss the management of Commerce subject changes which affect Informatics degrees (such as Information Systems and Finance subjects). The process will now involve the informal flagging of subject and degree changes before the formal approval process commences.

- The Faculty has significantly increased its refereed publication rate from approximately 140 in 2003 to 264 in 2004. This is well beyond the target stipulated in the Faculty strategic plan. As many as 65% of Informatics academic staff produced a refereed paper or more during 2004, in comparison to 50% University-wide. The next step is to focus on the quality and impact of publications.

In response, Professor Salim Bouzerdoum noted that the FRC Working Party on Quality and Impact has met for the first time, and the discussion regarding quality and impact of publications is high on the agenda for future meetings. He invited staff to forward items via email for consideration by the working party.

- He has set up an ICT Deans’ network to address ICT issues at the national level, with the first meeting to be held on 6 June. It is hoped the network will provide a collective voice for ICT Deans in Australia and make ICT higher education more visible in a large active industry sector.
4. **REPORT FROM THE FACULTY EDUCATION COMMITTEE – 19 MAY, 2005**

4.1 **Items Discussed at Meeting**

**WebCT Migration**

The trial migration from WebCT to WebCT Vista will now be implemented for 2005/06 Summer session subjects, rather than for 2005 Spring session subjects. All subjects will be migrated to WebCT Vista for Autumn session 2006. Training for WebCT Vista will be available from the end of August 2005.

As the Faculty only offers Mathematics subjects in Summer session, SMAS is asked to contact Dr Ric Caladine soon if they wish to use WebCT Vista for Summer session. In addition, the Faculty may like to consider using WebCT Vista for offshore subjects offered at the same time.

The Faculty is also asked to consider which Autumn session subjects to nominate for quality enhancement by CEDIR. Dr Caladine will send examples of quality enhancements available to FEC members.

**Pass Grades**

The Committee discussed a proposal from SMAS regarding the usage of grades and marks, which recommends that only marks, and not grades, be published to students. After some discussion, the Committee noted that it is a matter of University – rather than Faculty – significance, and it was agreed to forward the proposal to the University Education Committee for discussion.

**Other Items**

The Committee also discussed the Annual Audit of Subject Proposals, the FEC Teaching & Learning Objectives and a University discussion paper on group work.

4.2 **Major Course Revision – Bachelor of Engineering**

The Dean asked Professor Salim Bouzerdoum, Head of the School of Electrical Computer and Telecommunications Engineering (SECTE), to outline the proposed modifications to the BE degrees. Professor Bouzerdoum reported that:

- The rolling review of the BE degree was prompted by recommendations made during the 2003 Engineers Australia accreditation review and by changes made to CSCI subjects.
- Amendments were made to Year 1 in 2004, and introduced in 2005.
- The course revision under consideration proposes the following modifications to Year 2:
  - Electronics and communications subjects were previously taught over Year 2 and Year 3, now electronics will be taught in Year 2 and communications in Year 3.
  - The introduction of a new subject, ECTE203 *Signals and Systems*, to fill the gap created by the above change.
- The School will now focus on modifications to Year 3 for implementation in 2007.
Resolution Exec 5/8:
It was resolved to recommend:
(a) approval of the proposal for a major amendment to the Bachelor of Engineering (Computer, Electrical or Telecommunications Engineering) degree, and associated double degrees, to be introduced in Autumn 2006, and
(b) forwarding the proposal to Academic Senate Standing Committee for approval, with a request that the Pro Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.

4.3 Revision of Co-requisite – MATH111
To correct an oversight, the School of Mathematics and Applied Statistics wishes to make the following change to the co-requisite for MATH111 – Applied Mathematical Modelling 1:

Current Co-requisite
MATH188 or MATH142

Proposed Co-requisite
MATH188 or MATH142 or MATH162

MATH142 and MATH162 are equivalent subjects.

Resolution Exec 5/9:
It was resolved to recommend approval of the following revised co-requisite for MATH111 – Applied Mathematical Modelling 1, effective from Spring session 2005:
“MATH188 or MATH142 or MATH162”

4.4 Subject Revisions – MATH317, MATH941, STAT304 and STAT923
The School of Mathematics and Applied Statistics wishes to revise the following subjects as part of a package of changes in the mathematical finance area:

- MATH317/ MATH941 – Financial Calculus and Logistics
- STAT304/ STAT923 – Operations Research and Applied Probability

A summary of the proposed revisions and each subject proposal form was attached to the agenda.

Resolution Exec 5/10:
It was resolved to recommend approval of the revisions to the following subjects, as outlined in the attachment to the agenda:
(a) MATH317/ MATH941 – Financial Calculus and Logistics
(b) STAT304/ STAT923 – Operations Research and Applied Probability

To note these changes will be effective from Autumn session 2006.
4.5 New Subject – INFO301

The School of Mathematics and Applied Statistics wishes to introduce a new subject, INFO301 – Secure and Reliable Digital Communication, to replace INFO101 in the Bachelor of Mathematics Education degree.

The new subject has essentially the same content as INFO101, but is pitched at an appropriately higher level.

Resolution Exec 5/11:
It was resolved to:
(a) recommend approval of the new subject, INFO301 – Secure and Reliable Digital Communication, to be introduced in 2006, and
(b) request that the Faculty of Education submits a course revision proposal for the Bachelor of Mathematics Education degree.

5. REPORT FROM THE FACULTY RESEARCH COMMITTEE – 28 APRIL, 2005

- The Faculty of Informatics Research Development Scheme (FIRDS) was discussed and endorsed. It has since been distributed to Faculty staff and will soon be available on the Faculty website.
- The Committee endorsed the composition and proposed membership of the two new FRC standing committees and three working groups, which were formed to focus on strategic issues affecting the research of the Faculty.
- The Committee briefly discussed the issue of ethics training for HDR students, referring the matter to the new HDR Student Recruitment and Support Working Group.
- The Committee also discussed the Research Quality Framework, Faculty Research Groupings, and RIBG Pool 2 Process and Guidelines.

From the Special Meeting of 13 May
- The Committee discussed and ranked Research Infrastructure Block Grant (RIBG) Pool 2 applications. There were 5 Faculty applications and 3 multi-disciplinary applications.

6. REPORT FROM WORKPLACE ADVISORY COMMITTEE – 12 MAY, 2005

- Ms Solveig Dewhurst has been appointed as the New Dean’s Nominee to the Committee.
- Draft Alcohol Policy now ratified by the University OH&S Committee.
- SECTE have formed an OH&S sub-committee.
- Evaluating Strategic Plan.

7. FINANCIAL REPORT

There was no finance report.

8. OTHER BUSINESS

In response to a Faculty Advisory Committee discussion regarding effective communication of the Faculty strategic plan to Faculty staff, A/Prof Peter Hyland suggested the following strategy for consideration by the Faculty Executive Committee:
• John Mann’s interpretation of ideas, the “circle of success”, and a distilled list of key priorities, could be displayed at the beginning of alternate Faculty and School meetings and also displayed in various places around the Faculty. Committee members agreed that this would be a valuable and effective way to convey the Faculty’s key priorities simply and quickly to staff. The following suggestions were also made:
  • Such a strategy is more likely to have an impact if it is used sparingly.
  • Communication to general staff members also needs to be considered.
  • Brief progress reports on achievements could also be displayed as part of the communication strategy.

The Dean noted he will present an overview of the Faculty strategic plan at the next Faculty meeting.

9. NEXT MEETING

The next meeting is scheduled for 21 July, 2005.

The Dean thanked members for their input and closed the meeting at 2:15pm.

Signed as a true record

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Professor Joe Chicharo, Chair

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