Minutes of Meeting No. 3/2006 of the Faculty of Informatics Executive Committee held on Thursday 8 June commencing at 1:30 pm in the Informatics Meeting Room, Building 39, Room 150A.

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

IN ATTENDANCE: Ms G Portscher

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 13 April, 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/Professors Fazel Naghdy, Graham Williams and Dr Zheng Li on their success in receiving Faculty Teaching and Learning grants and Dr Anne Porter for receiving a Faculty Teaching Fellowship.

3.1 Staff
   The Dean reported that:
   - elected representative positions for this Committee and others are ending this month – nominations will be opening soon to close on 23 June. An email and hyperlink will be circulated to all staff;
   - the Wireless Technology Group (Motorola group) has been restructured and integrated into the School of Electrical, Computer and Telecommunications Engineering. The staff concerned will assume full teaching loads and relocate into SECTE space;
   - the Faculty was unsuccessful in the recent Professorial promotions round. This was a disappointing outcome for the Faculty and the Dean has subsequently met with the VC to express his concerns.

3.2 Activities
   The Dean reported that:
   - careers markets have been held and attended by staff in the Illawarra, Sutherland, St George and Western districts. Smith’s Hill, Macarthur and Canberra are yet to come;
   - The Western district markets, which was attended by Solveig Dewhurst, has seen a 100% increase in enquiries over 2005;
we have reached the business end of our recruitment campaign for this year which has been a significant effort for all parties concerned. He called on the Schools to sell their own degrees.

3.3 Offshore
The Dean reported that:
- the Dubai campus currently houses two colleges – Commerce and IT. The IT college offers undergraduate degrees from SITACS. Due to the decline in students, consideration is being given to cancel our courses and move towards postgraduate offerings. This is of concern to the Faculty.
- Bill Damachis has recently returned from three weeks in Singapore and China. Together with Jiangtao Xi they gave presentations to students in China in an effort to focus more on direct recruitment;
- all other areas are moving as planned.

3.4 Budget
The Dean reported that:
- we are on track with the budget;
- the Schools have received their budgets – there has been a slight reduction in their equipment budgets due to the Faculty’s three year computer replacement plan which will be funded by the Faculty.

3.5 Other
Faculty Advisory Committee
The Dean reported that:
- Mr John Mann has resigned as Chair of the Faculty Advisory Committee after more than 12 years in his role. He has done an outstanding job for the Faculty and will remain as a Committee member;
- the demographic of the Committee currently involves members who have either resigned or retired from the workforce;
- efforts will be made to revive the current membership with key industry representatives;
- the next meeting of the Committee will be held on Thursday 15 June.

IT/IS Review
The Dean reported that an outcome is expected towards the latter part of next month.

3.6 Web Development
The Dean reported that:
- evaluation of preferred CMS packages is now complete;
- now looking at current and potential use of Blogs and Wikies – if we are using, what are we using it for etc – a working party will be called and information fed through to the committee.

3.7 Research Information System
Publications Module
Ms Solveig Dewhurst reported that:
- the research office has downloaded all publications from 2000 – 2003;
- these publications will need to be mapped to research groupings within the next week or so;
- support will be required from administrative staff;
- an audit is being conducted and the data will be sent to Schools for mapping purposes;
rollout is slated for the end of June.

3.8 Business Continuity Planning Project
The Dean reported that the disaster walkthrough has been rescheduled to September – it has been requested that all At Risk Vital Records be reviewed.

3.9 Space Utilisation Project
The Dean reported that:
- this is an ongoing activity for the University;
- an audit check has been completed with further information being added;
- SITACS has been asked to give up their Honours Lab in Building 39 as it was found that the space was not regularly utilised;
- The Vice Principal (Administration) has suggested the use of this space for the Content Management System project.

4. REPORT FROM THE FACULTY OF EDUCATION COMMITTEE – 18 MAY, 2006

4.1. New Major for Bachelor of Computer Science Degree
SITACS wishes to add a new major in *Database and Enterprise Systems* to the *Bachelor of Computer Science* degree. The *Database and Enterprise Systems* major has been developed in response to the rapidly growing needs of the industry, where employees require skills in programming and managing database systems as well as in implementation of enterprise applications.

**Resolution Exec 6/2:**
*It was resolved to recommend approval of the addition of the new major “Database and Enterprise Systems” to the Bachelor of Computer Science, effective from 2007."

4.2. New Entry Requirements for Research Degrees in Computer Science and IT
SITACS wishes to revise the entry requirements for the Master of Computer Science – Research and the Master of Information and Communication Technology – Research.

In the past, applications from students finishing coursework masters degrees wanting to proceed onto a research masters have been rejected if they have not previously undertaken a minor (12cp) project as part of their coursework masters, or cannot provide some other evidence of their ability to undertake research (eg. publication).

The change in entry requirements will ensure students are aware of this ruling when they initially enrol in the coursework masters degree.

**Resolution Exec 6/3:**
*It was resolved to recommend approval of the revised entry requirements for the MCompSc – Research and the MICT – Research, effective from 2007.*

4.3. New Entry Requirements for BIT
SITACS wishes to revise the entry requirements for the Bachelor of Information Technology, allowing domestic intakes in Year 1. This degree was originally set up as an “off-shore” degree in which international off-shore students completed Year 1 in their home institution
and then completed Years 2 and 3 on campus at Wollongong. Domestic students could only take this degree if they had 48cp of advanced standing. A 3-year BIT degree would be very popular with domestic students and more consistent with offerings by our domestic competitors.

**Resolution Exec 6/4:**
*It was resolved to recommend approval of the revised entry requirements for the Bachelor of Information Technology, allowing domestic intakes from 2007.*

### 4.4. Changes to Content for IACT201/ITCS908/MCS9201 – Information Technology & Citizen’s Rights

The content of this subject has been progressively modified since its introduction in the early ’90s. SITACS wishes to formally change the content to reflect issues that are relevant today.

**Resolution Exec 6/5:**
*It was resolved to recommend approval of the revised content for IACT201/ITCS908/MCS9201 Information Technology & Citizen’s Rights, effective from 2007.*

### 4.5. Change of Entry Requirements for Master of Information and Communication Technology (MICT)

The current entry requirements for the Master of Information and Communication Technology allow for applicants with a degree in any area plus work experience in the ICT industry to be considered. The requirements also allow for students with an average mark of at least 60% in their three-year degree, but with little or no background in IT, to be considered.

SITACS wishes to change the entry requirements for the MICT to delete the above clauses, allowing only applicants with a three-year degree in an area related to the ICT industry or Graduate Certificate in ICT, with an average of at least 60%, to be considered. From 2007 onwards, all students entering this degree will have undergraduate qualifications in ICT. This proposal follows a directive from the ACS to change entry requirements for the MICT in order to gain Professional Level Accreditation.

**Resolution Exec 6/6:**
*It was resolved to recommend approval of the revised entry requirements for the Master of Information and Communication Technology, as follows, effective from 2007:*

<table>
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<tr>
<th>Current wording</th>
<th>Proposed wording</th>
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<tr>
<td>A degree equivalent to a three-year Australian Bachelor degree, with at least a 60% average, in an area related to ICT (eg Computer Science, Information Technology, Business Information Systems, Computer Engineering, Electrical Engineering, Telecommunications Engineering), or a Graduate Certificate in Information and Communication Technology with at least a 60% average.</td>
<td>A degree equivalent to a three-year Australian Bachelor degree, with at least a 60% average, in an area related to ICT (eg Computer Science, Information Technology, Business Information Systems, Computer Engineering, Electrical Engineering, Telecommunications Engineering), or a Graduate Certificate in Information and Communication Technology with at least a 60% average.</td>
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Students with an average mark of at least 60% in their three-year Bachelor degree, but with little or no background in IT, may be considered.


SITACS wishes to introduce a new subject into the Master of Computer Science and Master of Computer Science (Advanced).

The introduction of optional majors into the Master of Computer Science and Advanced degree was “fast-tracked” and a number of problems have arisen with the changes that were approved in late 2005.

Firstly, it was noted that most students enrolling in Autumn 2006 were interpreting the rules as requiring them to elect to take one of the three majors. As intended, the rules do in fact permit the Master Degree to be completed without a specific major. These amendments include a change of wording that makes the rules more explicit in this regard.

Secondly, the proposed structure for majors with core and elective subjects is unnecessarily complex. These amendments simplify the structure.

Thirdly, the lists of subjects associated with majors require some additions and deletions.

Finally, concomitant changes for the new majors resulted in a number of subjects being added to the Computer Science graduate subject schedule.

Minor amendments were made at the last FEC meeting and have been incorporated in the attached proposal.

Resolution Exec 6/7:
It was resolved to recommend introduction of the following new subject, CSCI918 – Software Engineering Practices & Principles, into the Master of Computer Science and Master of Computer Science (Advanced), effective from 2007.

4.7. Inclusion of IACT201 as Core for Bachelor of Computer Science

SITACS wishes to include IACT201 Information Technology & Citizen’s Rights as a core subject for the Bachelor of Computer Science, as required in order to continue to receive the Professional Level Accreditation from ACS.

Resolution Exec 6/8:
It was resolved to recommend approval of the following additional core subject for the Bachelor of Computer Science, effective from 2007:
“IACT201 – Information Technology & Citizen’s Rights”

4.8. Inclusion of MCS9201 as Core for Master of Computer Studies

SITACS wishes to include MCS9201 Information Technology & Citizen’s Rights as a core subject for the Bachelor of Computer Studies, as required
in order to continue to receive the Professional Level Accreditation from ACS.

**Resolution Exec 6/9:**
*It was resolved to recommend approval of the following additional core subject for the Master of Computer Studies, effective from 2007: “MCS9201 – Information Technology & Citizen’s Rights”*

### 4.9. Changes to Bachelor of Computer Science (Hons) Schedule

SITACS recommends changes to how students currently enrol in the Bachelor of Computer Science (Hons). There is no change to the structure of the degree; the School simply wants to make it more transparent.

At present, students enrol in an umbrella subject called CSCI401 *Computing Science IV Honours*, with a value of 48cp. The proposal is to split this into a project with the value of 18cp (called CSCI400); a methodology subject (6cp) and 24cp of electives. These subjects will then be recorded on the academic record as individual subjects. This will also assist with WebVista access, exam attendance class lists.

**Resolution Exec 6/10:**
*It was resolved to recommend approval of the revision to the BCompSc(Hons) schedule, to make it more transparent.*

### 4.10. Change in Sequence of Subjects – Bachelor of Mathematics Advanced (Hons)

SMAS wishes to change the way in which students enrol in the Bachelor of Mathematics Advanced Honours.

In the Bachelor of Mathematics Honours year and the Bachelor of Mathematics Advanced Honours year, students enrol into a single 48 credit point subject under the code MATH401 or STAT401, indicating either a major in mathematics or a major in statistics. MATH401 and STAT401 consist of a research project (weighted 25%) and coursework (weighted 75%). It is proposed that students in the Bachelor of Mathematics Advanced Honours year now enrol into a single 48 credit point course under the code MATH409 or STAT409. The components of these new subjects are to be weighted research project 37.5% and coursework 62.5%.

The introduction of the new subjects MATH409 and STAT409 is a mechanism by which the weightings given to the research project/coursework components of the honours year can be varied between students in the Bachelor of Mathematics Honours years and students in the Bachelor of Mathematics Advanced Honours year.

Minor amendments were tabled at the last FEC meeting and approved.

**Resolution Exec 6/11:**
*It was resolved to recommend approval of the change in sequence of subjects for the Bachelor of Mathematics Advanced Honours.*

### 4.11. Introduction of New Subject MATH250 and MATH350

SMAS wishes to introduce two new subjects into the Bachelor of Mathematics Education, administered by the Education faculty.
MATH250 and MATH350 will be electives within the structure of the Bachelor of Mathematics Education program. Currently, these subjects have been running under the codes MATH235 (Project A) and MATH345 (Project B), respectively, but are designed for Bachelor of Mathematics Advanced students. MATH250 and MATH350 will reflect the same type of structure, namely, project based work, but not necessarily the same content and level. MATH250 and MATH350 will supplement existing offerings and will deepen students’ mathematical knowledge and enhance both the students’ oral communication and written skills.

Within a structured framework of the learning outcomes and assessment format, the content will vary according to (both part and full-time) staff availability and students’ interests.

Minor amendments were made to the wording of the subject proposals in response to the Faculty of Education FEC’s query on the detail on the assessment tasks. The amendments were approved at the FEC meeting.

Resolution Exec 6/12:
It was resolved to recommend approval of the following new subjects:
MATH250 Mathematics Project 1 and
MATH350 Mathematics Project 2, effective from 2007.

4.12. New Prizes
SITACS wishes to introduce the following new prizes:

- Andrew Corporation (Australia) Prize for Software Engineering Practices and Principles
- Andrew Corporation (Australia) Prize for Software Engineering Requirements and Specifications
Both based on 2006 results in CSCI450 and ITCS933 or CSCI918 and MCS9318.
- Outstanding Achievement in CSCI322 Systems Administration
- Outstanding Achievement in Final Year Project (ie. CSCI321)
Both for students enrolled in 2006.
- The Thelden Prize for Applied ICT Research into Humanitarian Relief and/or Social Justice
Only to be awarded if the 18cp Honours project is in this specific area, effective from 2007.

Resolution Exec 6/13:
It was resolved to recommend approval of the following new prizes:

- ‘Andrew Corporation (Australia) Prize for Software Engineering Practices and Principles’, based on 2006 results in CSCI450 and ITCS933 or CSCI918 and MCS9318;
- ‘Andrew Corporation (Australia) Prize for Software Engineering Requirements and Specifications’, based on 2006 results in CSCI450 and ITCS933 or CSCI918 and MCS9318;
- ‘Outstanding Achievement in CSCI322 Systems Administration’, for students enrolled in 2006;
- ‘Outstanding Achievement in Final Year Project’ (ie. CSCI321), for students enrolled in 2006;
- ‘The Thelden Prize for Applied ICT Research into Humanitarian Relief and/or Social Justice’, to be awarded if the 18cp Honours project is in this specific area, effective from 2007.
5. REPORT FROM THE FACULTY RESEARCH COMMITTEE

Professor David Steel reported that:

- two ARC Linkage applications have been submitted from the Faculty from the University’s total of 10;
- six RIBG grants have been submitted which will be considered next Wednesday;
- the ARC Discovery process is still continuing – reader reports are due tomorrow and will be distributed to applicants on Monday. The standard of applications received is highly competitive – the challenge is to convert good ideas into pursuing Endeavour or IREX opportunities as there have been recent changes in these schemes;
- he attended the FRC Chairs breakfast meeting this morning where it was announced that the new forms for research students are being reviewed – there will be tighter streamlining of application forms to include good proposals, names of supervisors and referees as well as strategies in place. The submission deadline has been pushed back to the end of October;
- an email has been circulated by Sharon Hughes calling for expressions of interest for new research strengths. The University currently has a total of 12 research strengths under review, two of which are from the Faculty – TITR and Engineering Manufacturing. Unsuccessful good proposals for research strengths can be developed into strategic initiatives;
- the Faculty is currently identifying what new research strengths to apply for with discussions underway in SMAAS and SITACS next;
- there will be a focus on more resources being put into research strengths in the new trienium therefore this is an important activity for the Faculty.

6. REPORT FROM THE ASSOCIATE DEAN (ACADEMIC)

A/Professor Fazel Naghdy reported that:

- the Faculty received two teaching and learning grants and one fellowship award;
- 52 applications were submitted to the Carrick Institute, only six were funded, two of which involve UoW. Wollongong is leading one project regarding attributes of Engineering graduates which is being headed by CEDIR, some staff from the Faculty of Engineering, IEAus and two other universities. SECTE has not been consulted in developing this project;
- Multi-Media initiative – TAFE has shown no interest in wanting to develop anything new at the moment. He will be meeting with Anne Mitchell next week to explore how to move forward with the Creative Arts initiative – Creative Computing;
- BIST review – membership of the Committee has been finalised and he is currently consulting with individuals to develop the terms of reference before proceeding to gain a fruitful process. The terms of reference will be circulated to the Executive Committee;
- Subject review – the Web-based database for the subject review process is ready and will run this year. Forms are to be completed by subject co-ordinators and then given to admin staff in each School to enter into the system;
- Student equity – the working party on student equity has identified their priorities and established a strategy to address them. One of the outcomes is to appoint Student Equity and Diversity Officers for Faculties. Our Faculty will share an officer with Engineering and the aim is for them to work with Associate Deans and the Schools. The position will be 25% funded from HECS and will be advertised soon for commencement in July;
• there has been discussion regarding changing the enrolment dates/times from three weeks to two weeks;
• he attended a meeting organised by the DVC(A) regarding E-profile – this will be targeted at Education and the Medical School. The University is looking at acquiring a package for students to enter information. It will also be used for the professional development of staff – priority is a reflective practice. The potential is to use Vista as the E-profile package.

7. REPORT FROM THE WORKPLACE ADVISORY COMMITTEE
This item was not starred, therefore no report was received.

8. OTHER BUSINESS
The Dean advised the Committee that Professor Philip Ogunbona has agreed to take on the role as Head of SITACS for another term. An email has been circulated by the DVC(O) and the Dean asking for comments for a recommendation to the VC. He has the Dean’s full confidence and support serving in this role for another term.

9. NEXT MEETING
It was noted that the next meeting will be held on 27 July, 2006 in the Faculty Meeting Room (39.150A).

The meeting closed at 2:25 pm.

Signed as a true record

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Professor Joe Chicharo, Chair

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