1. **Preliminary Business**

1.1 **Apologies, Leave of Absence**

Apologies were received from A/Prof F Naghdy, Prof P Ogunbona, Prof D Steel.

It was noted that A/Prof Williams was replacing Prof Steel as Head of SMAS.

1.2 **Confirmation of Minutes from previous meeting held 27 May, 2004**

The minutes of the previous meeting, held 27 May 2004, were confirmed subject to the following amendment being made:

Substitute “truck” with “trunk” in Item 6.

1.3 **Business Arising from the Minutes**

There was no business arising from the previous Minutes.

2. **Starring of Items for Discussion**

The following items were starred for discussion:

3. Dean’s Report

5. AUQA Audit

6. Faculty Research Committee Report

3. **Dean’s Report**

The Dean advised that the term of office for staff reps Brian Webb and Bob Brown had expired and formally thanked them for their contribution to the Faculty Executive Committee over the last year. Elections for new reps are being held today and all rep positions are identified on the Faculty website.

The Faculty Executive Officer advised that Dr Parviz Doulai has been re-elected to the SECTE School Committee.

3.1 **Staff**

The Dean reported that:

- there are only a couple of workloads reports outstanding and that audited publications information is now being added to the workloads document.

- Dr Abdesselam Bouzerdoum has been appointed as the Head of SECTE and will take up the position later in the year. The Acting Head position will become vacant from 1 August when A/Prof Fazel Naghdy stands down.

- Prof Rei Safavi-Naini has been appointed as the Director of TITR and will commence in early August.
Prof David Steel will commence as the Associate Dean (Research) on 26 July; a suitable office is in the process of being arranged for him.

the PVC(O) will visit SMAS to talk with staff about the new Head of School; an acting Head may need to be appointed in the interim.

Kim Oborn has taken up the position of Dean’s Assistant until 28 January 2005; Gina Portscher is due to return on 31 January 2005.

Krystal Dewhurst has been appointed to replace Kim in the Student Enquiry Centre until 28 January 2005.

a facilitation meeting was held recently with technical staff with David Reynolds acting as the facilitator. The Dean is to talk with David regarding his report on the meeting before moving forward. The situation is not unworkable, however another meeting may be necessary to complete the process.

3.2 Activities
The Dean reported that:

staff were kept busy last week with Enrolment, Graduation and Orientation.

HDR Student Orientation Day was held last Tuesday.

3.3 Space
The Dean reported that:

meetings have been held with Bob Slater regarding the renovation of space in building 39.

a potential meeting room for building 3 foyer is under discussion.

3.4 Students
The Dean reported that:

the Faculty has received 100 new Undergraduate places. A table in the Education Supplement of the Australian newspaper shows where all new places have been allocated.

a marketing campaign is being developed to attract students for 2005 and beyond.

International students are up 30% on 2003.

fifty-six Early Entry registrations had been received as at 22 July 2004.

Early Entry profile interviews are being conducted for promotional purposes.

the number of one-year scholarships will increase for 2005.

replies to the Course Experience Questionnaire have been poor; waiting on Schools to report.

Discovery Days are being increased to four from 2005.

3.5 Internationalisation
The Dean reported that:

Harbridge students are now being serviced by IDP; the fallout was minimised extremely effectively.

IDP sought input from Canberra who have given support for short term assistance.

Bill Damachis and the Dean visited Singapore to seek another partner; there are a couple of possibilities.

the Faculty is looking for new partners in Hong Kong and are considering winding up with ABRS.
there are three other potential institutions in Hong Kong that run programs and all are keen to enter into a partnership with UoW.

the agreement with Zhengzhou University of Light Industry is to be discontinued in favour of Zhengzhou University.

3.6 **Budget**
The Dean reported that:
- the budget is currently being worked on; a meeting will take place next week with key finance people.
- the current surplus is expected to become a deficit next year and an attempt is being made to retain the surplus to offset the deficit. Suggestions from staff on how to do this are welcome.
- there has been no commitment from Harbridge to repay its debt; the impact on the budget from this is still unknown.

3.7 **Other**
The Dean reported that:
- parking for Early Entry has been denied by the Vice Chancellor.
- Fulbright and General Sir John Monash applications close on 31 August.
- University of Wollongong information evenings to be held in September.

4 **REPORT FROM THE FACULTY EDUCATION COMMITTEE – 1 JULY, 2004**

4.1 **Faculty Service Agreements**
All four Faculty applicants were successful in obtaining production assistance from CEDIR for July-December 2004. Congratulations to:
- **Holly Tootell**
  IACT201 Information Technology & Citizens’ Rights
- **Christian Ritz**
  ECTE171 Introduction to Signs and Signals
- **Anne Porter**
  Maintenance Utility & Dual Boot Training & Orientation
- **Will Tibben**
  IACT202 Structure and Organisation of Telecommunications

4.2 **New Prize – Spruson & Ferguson Prize**
SECTE has requested that the new Spruson & Ferguson Prize, be approved for introduction in 2005, noting it will be available to students who complete INFO202 in 2004.

**Resolution Exec 4/30:**
It was resolved to recommend that the Spruson & Ferguson Prize, as attached to the agenda, be forwarded to the University Student Awards Committee for approval. Noting that the prize will be awarded for the first time in 2005, ie. It will be available to students who complete INFO202 in 2004.

4.3 **Revision of Prize – Women in Engineering Bursaries**
SECTE has requested that the revised prize conditions for the Women in Engineering Bursaries, be approved for introduction in 2005. The Faculty of Engineering has been advised of the minor changes.

**Resolution Exec 4/31:**
It was resolved to recommend that, once endorsed by the Faculty of Engineering, the revised prize conditions for the Women in Engineering Bursaries, as attached to
the agenda, be forwarded to the University Students Awards Committee for approval, noting that the revised prize conditions will be applicable from 2005.

4.4 Deletion of CSCI112/MCS9112 – Fundamentals of Computer Science
As a result of changes in the Computer Science core curriculum, SITACS has decided to delete CSCI112/MCS9112 – Fundamentals of Computer Science, effective from 2005. The decision to delete the subject was made in consultation with representatives from SMAAS.

Neither CSCI112 nor MCS9112 are core for any degree offered by the University.

**Resolution Exec 4/32:**
It was resolved to recommend the deletion of the subject CSCI112/MCS9112 – Fundamentals of Computer Science, effective from 2005.

4.5 Deletion of Bachelor of Mathematical Sciences Degree
At the Faculty of Science meeting of 7 May it was resolved to delete the Bachelor of Mathematical Science degree, as follows:

**Resolved (04/10)**
That Faculty recommend to Senate that the Bachelor of Mathematical Sciences degree be deleted from the Faculty of Science offerings from 2005, as proposed in the attached document.

The Faculty of Science has indicated that if there are no objections from the Faculty of Informatics, they will forward the proposal to Academic Senate Standing Committee.

**Resolution Exec 4/33:**
It was resolved to:

a) recommend that the decision by the Faculty of Science to delete the Bachelor of Mathematical Sciences degree, effective from 2005, be endorsed.

b) request the Faculty of Science to forward the proposal to Academic Senate Standing Committee for approval.

5. AUQA REPORT
Heather Sainsbury attended the meeting and gave the following update on the preparations for the AUQA Audit:

- The information gathering process is nearing completion.
- The Learning and Teaching performance report will be available for discussion in August; a report will be made available to each Faculty via FEC Chair.
- Reference Group workshops were useful in providing ideas and information.
- A Draft of the Performance Report has been developed summarising key points and will be distributed soon; this report will identify areas for improvement.
- A range of benchmarking relevant to students is taking place.
- There is a perception that research is being emphasised over teaching.
- Good teaching is difficult to demonstrate compared to research.
- Language difficulties of some students is problematic.
- There is a perception there aren’t enough funds for teaching and there is limited perception of the resources available.
- Internationalisation is now the focus for self review.
- Research Draft Plan has passed through URSC.
- Community Engagement Plan will be available on the web next week.
• Only 62 responses received to the Communication and Engagement survey from Faculty staff. The Dean advised that he would send a reminder for all staff to complete the survey.
• A trial audit is to take place in October 2004 involving three external AUQA auditors. Issues which need to be addressed will be identified during this review.

6. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**

Dr Steve Gower reported that:
• The Faculty has received ten new enrolments, seven domestic and three international.
• HDR Student Welcome Day to be held on Tuesday 20 July.
• Prof John Bremner has been named as Supervisor of the Year for 2003.
• The following documents have been approved by PPRC, URSC, and Senate Standing Committee and are now waiting approval from Senate before implementation;
  o HDR Student Academic Grievance Policy
  o HDR Appeals Committee Terms of Reference
  o Progress Review and Probation Guidelines
  o Revised Code of Practice-Supervision
  o Revised HDR Course Rules
• A handbook is currently being compiled and will be distributed to all HDR supervisors and students by the end of the year. The handbook will include comprehensive information on all aspects of HDR candidature and policy and is designed to allow insertion of updates as required.
• The Student Research Centre is looking to move to an on-line system for Annual Progress Reports commencing October 2004.
• ARC Federation Fellowship funding rules and the Centre of Excellence program details are now available on the ARC website.
• Rejoinders in response to assessment reports were submitted to the ARC for Discovery Projects and Linkage Projects (Rd1, 2005) on 9 and 12 July respectively.
• Twelve ARC Linkage Project (Rd2) Grants were awarded a total of $2.5 million.
• Three ARC Linkage International Awards were granted totalling $100k.
• Two ARC Linkage Fellowships were granted totalling $91k.
• The 2003 Publications collection has been finalised.
• The Office of Innovation and Commercialisation has moved from building 20 to building 114, Northfields Ave.
• There are plans to implement a lunchtime professorial lecture series.
• The recent DVC(R)/PVC(R) meeting centred on:
  o Successful appointment of Prof Peter Høj to the CEO of the ARC.
  o e-Research.
  o Public good CRCs.
  o RTS (50% completions, 40% income, 10% publications) – UoW will lose money with this model.
• DEST is formulating a Research Quality and Accessibility framework.

7. **REPORT FROM WORKPLACE ADVISORY COMMITTEE**

No Workplace Advisory Committee meeting since last Faculty Executive Meeting.
8. **FINANCIAL REPORT**
   Reported under Item 3.

9. **REPORT ON STUDENT ENROLMENT NUMBERS**
   Reported under item 3.

10. **OTHER BUSINESS**
    There was no other business.

11. **DATE OF NEXT MEETING**
    The next meeting is scheduled for Thursday, 16 September 2004.

The Dean thanked members for their input and closed the meeting at 2:35pm.

Signed as a true record

Prof Joe Chicharo, Chair
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