Minutes of Meeting No. 4/2005 held on Thursday, 21 July commencing at 1:30pm in the Informatics Meeting Room, Building 39, Room 150A.

PRESENT: Prof J Chicharo (Chair), Ms V Baker, Prof S Bouzerdoum, Dr P Doulai, A/Prof P Hyland, A/Prof P Hyland, A/Prof F Naghdy, Mr B Webb, A/Prof G Williams and A/Prof S-P Zhu.

IN ATTENDANCE: Ms S Dewhurst and Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
       Apologies were received from Prof P Ogunbona, Dr I Piper, Prof D Steel and Dr G Trott.
   1.2 Confirmation of Minutes from Previous Meeting held 2 June, 2005
       The minutes from the previous meeting were confirmed subject to the following correction being made:
       Item 3 Dean’s Report, SECTE Positions – Page 1
       • Mr Stephen Gass has resigned.
   1.3 Business Arising from the Minutes
       There was no business arising from the previous minutes.

2. STARRING OF ITEMS FOR DISCUSSION
   Item 9 was starred.

3. DEAN’S REPORT
   The Dean congratulated Professor Jennifer Seberry on being elevated to the status of Chartered Scientist by the British Science Council.

3.1 Staff
   The Dean reported that:
   • Five offers had been made for the positions advertised in SITACS to high calibre people, largely external, and a mix of internal applicants. The Dean could not report on the status of takeup for these positions but indicated that applicant staff who were on contract positions had been successful this round.
   • A/Professor Peter Hyland confirmed that Will Tibben and Zhiquan Zhou had both accepted their appointments as Lecturers in the School. The rest are still pending.
   • No shortlist was held for the Lecturer in Health Informatics as it did not attract a strong field of applicants.
   • Interviews for the A/Professor/Professor position in Health Informatics will be held sometime in August.
- **SECTE positions:**
  - All advertisements for the vacant academic positions are out.
  - The level of the replacement position for Stephen Gass has been upgraded due to a higher level of expertise needed.

- Results of the Leadership Survey have been distributed to supervisors. The Dean thanked everyone for their input and encourages supervisors to discuss results with their staff.

- **Flexi-time Policy:**
  Ms Solveig Dewhurst reported that:
  - The flexi-time policy is still in its drafting stage. Feedback has been received from all operational areas which is now being compiled into a Faculty policy. This policy will then need to go back to the Dean and Heads of School for confirmation.
  - Solveig met with Irene Burgess to clarify the environment in which the Policy was to operate. This meeting highlighted further issues to be addressed, eg electronic timekeeping system and accommodation for international staff. These issues are to be investigated further.

3.2 **Activities**

The Dean reported that:

- The HDR student welcome day was held on Tuesday with two students present from each of the three Schools.
- The first call for Faculty Plan progress reports have been distributed and are due back by the end of July.
- With the assistance of UniAdvice, the School of Mathematics and Applied Statistics held a Maths Teacher’s Day. This was a general information-sharing exercise and managed to attract 36 very enthusiastic attendees even though private schools were in their holiday break when the Day was held.
- The Year 12 Maths Prize Challenge Exam was held on Monday 4 July with 10 enthusiastic students in attendance. The marketing strategy for this event will be further developed and will be rolled out earlier next year.
- Mid-year Graduation was held over two sessions and was very successful for our Faculty with a large number of staff across all Schools being awarded PhDs.
- The Enrichment program is in its final two weeks with all students assisting with the program to be recognised at the upcoming Dean’s Merit Lunch on Monday 25 July. There has been a slight decline in numbers over the course of the program and Daniel Saffioti’s students are assisting to maintain interest.

3.3 **Space**

The Dean reported that:

- The development of the case for extra Faculty space has not progressed as yet.
The Building 3 intrusion system is still experiencing some bedding down and programming issues but Prosys now have a presence on campus three days per week stationed at Security.

3.4 Offshore

The Dean reported that:

- All offshore operations are travelling well.
- Our first delivery was given in China and went very well.
- A staff member sustained an injury whilst offshore for teaching.

3.5 Students

The Dean reported that:

- Spring session domestic enrolment numbers currently sit at 29 (as against 60 offers and 41 enrolments on equivalent day last year). International onshore numbers are 240 (as against expected 317 and 294 enrolments on equivalent day last year).

(A statistical report on spring enrolments as at 19 July, 2005 was tabled at the meeting.)

- Early Entry interviews were held on Monday with Nick Hartgerink for profiles to be distributed to various local newspapers.
- Early Entry registrations are currently 40. At this time in 2004 they were 53 (out of a total 220) and in 2003, 35 (out of a total 241). Access to the registration page was hampered for a week due to ITS “border control” issues. The targeted newspaper ads campaign, in concert with radio ads, to be launched on 8 August.

3.6 Budget

The Dean reported that:

- All expenditure is currently on budget and next year’s budget negotiations are in process. It is possible that the 2006 budget may be impacted by reduced enrolment numbers.
- The University has changed its budget model with a requirement to now submit actual staff salaries. The budget has been increased due to the recent recruitment effort with the salary component now sitting at 85% of budget.
- Monies allocated to the schools for lab upgrades have been expended.
- It is anticipated to keep faith with the 3-year rollover of computers.

3.7 Other

The Dean reported that:

- He will be meeting with Professors John Glynn and Peter Eklund from Commerce next week to discuss potential changes to Information Systems subjects which will impact on our degrees.
- Results of market research conducted by UniAdvice-contracted consultant which targetted specific focus groups to be presented on Friday.
- The MICD appointment has been made. The successful candidate is Craig Peden who will take up the appointment early next month. Craig has an undergraduate degree from the University of Wollongong and has worked as the main liaison person between Microsoft and Universities in Australia in largely a sales role. This is an important position for the Faculty with a strong industry focus to also further the commercialisation of research outcomes utilising the University’s agreement with the University of Queensland’s commercialisation arm.

- Another MICD appointment with a strong technical background will be made to complement the above appointment. This position will be funded by the VC unit. Both positions will be housed in the Faculty.

4. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 30 JUNE, 2005

4.1 Items Discussed at Meeting

Faculty Service Agreement (FSA) and WebCT Vista
Sarah Lambert, CEDIR FSA Manager, attended to discuss the impact of the WebCT Vista transition on the FSA. The WebCT Vista transition is a top priority over the next 18 months and support under FSA will also focus on this priority. Accordingly, a call for FSA projects has not gone out for next session. Instead, Sandra Wills will meet with the Dean and Heads of Schools to determine a prioritised list of projects requiring WebCT transition support within the Faculty. In addition, twice the number of projects will be supported by CEDIR over the next 18 months than would normally be supported under the current FSA arrangements.

QUALITY101 Working Party
The working party reported they have received data and feedback for subjects monitored during Autumn session. Some preliminary trends were discussed briefly at the FEC meeting. However, no conclusions can be drawn until a detailed analysis is completed.

Tertiary Literacies Integration Working Party
The mapping of academic and information literacies within Informatics subjects is almost complete. The next stage is to identify where more support may be required.

University Medals & Dean’s Merit List
The Committee discussed proposals for revisions to both the method of awarding University Medals and method of determining Dean’s Merit lists. Both proposals were recently discussed at the University Student Awards Committee, and are in the early stages of consultation.

4.2 Course Proposal – International Bachelor of Science (Honours)
The Faculty of Science wishes to introduce a new International Bachelor of Science (Honours) degree. It is proposed to include a Technology minor in the degree, which includes subjects chosen from the faculties of Engineering and Informatics.
Professor Rob Whelan, Dean of the Faculty of Science, attended the FEC meeting and provided background on the proposal and answered questions raised. FEC considered the attached documentation, along with the Informatics subjects included in the proposed Technology minor, and indicated support for the proposal.

**Resolution Exec 5/12:**  
*It was resolved to recommend:*  
(a) support for the International Bachelor of Science (Honours), as proposed by the Faculty of Science, and  
(b) approval of the inclusion of Informatics subjects to form a Technology minor within the proposed International Bachelor of Science (Honours), as listed in the attachment to the agenda.

### 4.3 Subject Revision – ECTE202

SECTE wishes to revise the subject content and learning outcomes (objectives) of ECTE202 *Circuits and Systems*, as outlined in the attachment to the agenda.

This is not a change in focus for the subject. The revisions form part of the second year BE program review.

**Resolution Exec 5/13:**  
*It was resolved to recommend approval of the revision to subject content and learning outcomes for ECTE202 – Circuits and Systems, as outlined in the attachment to the agenda, effective from 2006.*

### 4.4 Subject Revision – ECTE212

SECTE wishes to revise the subject content, learning outcomes (objectives) and title of ECTE212 *Electronics and Communications*, as outlined in the attachment to the agenda.

The revisions form part of the second year BE program review.

**Resolution Exec 5/14:**  
*It was resolved to recommend approval of the following revisions to ECTE212 – Electronics and Communications, effective from 2006:*  
(a) change of subject title to ‘Electronics’; and  
(b) revisions to subject content and learning outcomes, as outlined in the attachment to the agenda.

### 4.5 Revision of Pre-requisite – IACT302

SITACS wishes to revise the pre-requisite for IACT302 *Corporate Network Planning* as follows:

**Current Pre-requisite**  
IACT202 or ELEC211 or ELEC212 or ECTE211 or ECTE212.
**Proposed Pre-requisite**
IACT202 or ELEC211 or ELEC212 or ECTE211 or ECTE212 or ECTE282 or ECTE283.

The revision will make it easier for Bachelor of Internet Science and Technology (BIST) students to undertake IACT302 as an elective subject.

**Resolution Exec 5/15:**
It was resolved to recommend approval of the following revised pre-requisite for IACT302 – Corporate Network Planning, effective from 2006:

“IACT202 or ELEC211 or ELEC212 or ECTE211 or ECTE212 or ECTE282 or ECTE283”.

### 4.6 Revision of Pre-requisite – CSCI399

SITACS wishes to revise the pre-requisite for CSCI399 *Server Technology* as follows:

**Current Pre-requisite**
12cp of CSCI 200 level

**Proposed Pre-requisite**
(CSCI212 and CSCI213) or (ITCS213 and 6cp at 200 level)

Content covered in CSCI213 (and ITCS213) is assumed knowledge for CSCI399. As CSCI213 used to be a core BCompSc subject, the current pre-requisite was deemed enough to ensure students had the correct background. With changes to the core curriculum in 2003, including the move of CSCI213 from core to elective, CSCI213 must now be specified as a pre-requisite to ensure students have the correct background.

**Resolution Exec 5/16:**
It was resolved to recommend approval of the following revised pre-requisite for CSCI399 – Server Technology, effective from 2006:

“(CSCI212 and CSCI213) or (ITCS213 and 6cp at 200 level)”.

### 4.7 Subject Revision – CSCI205

SITACS wishes to revise the subject content and learning outcomes (objectives) of CSCI205 *Development Methods and Tools*, as outlined in the attachment to the agenda.

This is not a change in focus for the subject; it is simply a clarification of the current subject content and learning outcomes.

**Resolution Exec 5/17:**
It was resolved to recommend approval of the revision to subject content and learning outcomes for CSCI205 – Development Methods and Tools, as outlined in the attachment to the agenda, effective from 2006.
4.8 **Subject Revision – CSCI222**
SITACS wishes to revise the subject content and learning outcomes (objectives) to CSCI222 *Systems Development*. The subject was proposed in 2003 as part of the Bachelor of Computer Science core curriculum changes, but will be taught for the first time in Spring session 2005. The original content has been revised to enhance the rigour of the subject.

This is not a change in focus for the subject; it is simply a clarification of the current subject content and learning outcomes.

As this revision is for implementation in Spring 2005, the changes were approved at the Faculty meeting of 16 June, subject to endorsement by FEC.

**Resolution Exec 5/18:**
It was resolved to:
(a) endorse the revision to subject content and learning outcomes for CSCI222 – Systems Development, as outlined in the attachment to the agenda, effective from Spring 2005.
(b) note that Faculty approved the revisions at its meeting of 16 June 2005, subject to endorsement by FEC.

4.9 **Subject Revision – CSCI311**
SITACS wishes to revise the subject content and learning outcomes (objectives) of CSCI311 *Software Process Management*, as outlined in the attachment to the agenda.

This is not a change in focus for the subject; it is a reworking of the content, with some moving to CSCI222 which will give students entering CSCI311 a broader knowledge base to complete the subject successfully.

**Resolution Exec 5/19:**
It was resolved to recommend approval of the revision to subject content and learning outcomes for CSCI311 – Software Process Management, as outlined in the attachment to the agenda, effective from 2006.

4.10 **Subject Revisions – CSCI213/ ITCS907/ MCS9213**
SITACS wishes to make the following revisions to the mirror subjects CSCI213, ITCS907 and MCS9213 *Java Programming & the Internet*:

Rework:
1. Subject Content
2. Learning Outcomes (objectives)
3. Tertiary Literacies

Rename the subject *Java Programming and Object Oriented Design*

The revisions represent a move of content away from the Internet to object oriented design.
Resolution Exec 5/20:

It was resolved to recommend approval of the following revisions to CSCI213/ITCS907/MCS9213 – Java Programming & the Internet, effective from 2006:

(a) revisions to subject content, learning outcomes and tertiary literacies, as outlined in the attachment to the agenda, and
(b) change of subject title to ‘Java Programming and Object Oriented Design’.

4.11 New Subject – ITCS213

The revisions to CSCI213 (see item 4.10) render the subject unsuitable for BIST students. Accordingly, the current subject content for CSCI213 will continue to be taught under a new code, ITCS213. This subject will only be available to BIST students.

Although this is technically the renaming of a current subject, the completion of a subject proposal form is required to bring the subject code into existence and to consider any resource implications which may arise. The subject proposal is attached to the agenda.

Resolution Exec 5/21:

It was resolved to:

(a) recommend approval of the new subject ITCS213 – Java Programming & the Internet, as outlined in the attachment to the agenda, to be introduced in 2006, and
(b) note the new subject will only be available to BIST students.

4.12 Major Course Revision – Bachelor of Information and Communication Technology

SITACS wishes to revise the Software Engineering major in the Bachelor of Information and Communication Technology degree. The revision involves the move of content from a 400-level core subject to 300-level and vice versa. However, to eliminate confusion and ensure students already enrolled in the degree do not cover the same content twice, it is necessary to change the subject codes of the subject.

In summary, the changes are:

- Delete CSCI325 Software Engineering Formal Methods
- Delete CSCI425 Topics in Software Engineering
- Introduce new subject CSCI318 Software Engineering Practices and Principles. This subject will replace CSCI325 in the degree program, but includes the content of the current CSCI425.
- Introduce new subject CSCI410 Formal Methods in Software Engineering. This subject will replace CSCI425 in the degree program but includes the content of the current CSCI325.

The revision is necessary as the redeployment of Formal Methods content from 300 to 400 level more accurately reflects the rigor of its content.
SITACS notes that there will be no changes made to the PG equivalent to CSCI425, CSCI925 *Topics in Software Engineering*.

The attached documentation includes:
- Major course proposal for Bachelor of Information and Communication Technology
- New Subject Proposal for CSCI318
- New Subject Proposal for CSCI410

**Resolution Exec 5/22:**
*It was resolved to:*
(a) recommend approval of the deletion of CSCI325 – Software Engineering Formal Methods, and CSCI425 – Topics in Software Engineering, from 2006;
(b) recommend approval of new subjects CSCI318 – Software Engineering Practices and Principles and CSCI410 – Formal Methods in Software Engineering, as outlined in the attachment to the agenda, to be introduced in 2006;
(c) recommend approval of the major course amendment to the Bachelor of Information and Communication Technology degree, as outlined in the attachment to the agenda, to be introduced in 2006;
(d) request that Faculty forward the course 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; and
(e) note that no changes will be made to the current subject, CSCI925 – Topics in Software Engineering.

### 4.13 Subject Revision – ITCS935 (renamed CSCI910)

As a result of the changes described in item 4.12, SITACS wishes to make the following revisions to ITCS935 *Software Engineering Formal Methods*:

- Change the subject code to CSCI910
- Change the subject name to Formal Methods in Software Engineering
- Clarification of subject content and learning objectives.

ITCS935 is currently linked to CSCI325, which is being deleted. The change in code is required as common codes are administratively more effective for keeping track of linked 400/900 level subjects. The other revisions reflect the revisions made when creating CSCI410 (see 4.12).

CSCI910 will replace ITCS935 in the Graduate Additional Subject List.
Resolution Exec 5/23:
It was resolved to recommend approval of the following revisions to ITCS935 – Software Engineering Formal Methods, to be introduced in 2006:
(a) change of subject code and title to CSCI910 – Formal Methods in Software Engineering; and
(b) minor revisions to subject content and learning objectives, as outlined in the attachment to the agenda.

4.14 Minor Course Revision – Master of Computer Studies

SITACS wishes to revise the Master of Computer Studies degree by adding the following two new subjects to elective lists within the degree:

- MCS9206 Markup Languages
- MCS9318 Software Engineering Practices and Principles

There is no change to core offerings in this degree.

The attached documentation includes:

- Minor course proposal for Master of Computer Studies
- New Subject Proposal for MCS9206
- New Subject Proposal for MCS9318

Resolution Exec 5/24:
It was resolved to:
(a) recommend approval of the new subjects MCS9206 – Markup Languages and MCS9318 – Software Engineering Practices and Principles, as outlined in the attachment to the agenda, to be introduced in 2006;
(b) recommend approval of the minor course amendment to the Master of Computer Studies degree, as outlined in the attachment to the agenda, to be introduced in 2006, and
(c) request that Faculty forward the course proposal to Academic Senate Standing Committee for approval.

4.15 Minor Course Revision – Bachelor of Computer Science

As a result of the deletion of CSCI325 (see item 4.12), SITACS wishes to revise the Bachelor of Computer Science degree by replacing CSCI325 Software Engineering Formal Methods with CSCI318 Software Engineering Practices & Principles. There is no change to core offerings in this degree.

The attached documentation includes a minor course proposal for the Bachelor of Computer Science. The new subject proposal for CSCI318 is attached under item 4.12.

Resolution Exec 5/25:
It was resolved to:
(a) recommend approval of the minor course amendment to the Bachelor of Computer Science degree, as outlined in the attachment to the agenda, to be introduced in 2006, and
4.16 Deletion of SITACS Prizes

The donors of the following SITACS prizes have indicated that they will be unable to sponsor the prizes from 2005:

- Cashcard Australia Ltd. Prize
- Nortel Networks Australia First Year Prize
- Nortel Networks Australia Third Year Prize

Accordingly, the prizes will be deleted and will not be available to students studying in 2005.

Resolution Exec 5/26:

It was resolved to:
(a) note the withdrawal of sponsors for the following prizes:
   (i) Cashcard Australia Ltd. Prize
   (ii) Nortel Networks Australia First Year Prize
   (iii) Nortel Networks Australia Third Year Prize
(b) recommend the prizes be deleted, noting no award will be made for students studying in 2005, and
(c) ask the Faculty to notify the University’s Student Awards Committee of the prize deletions.

4.17 Minor Course Revision – Bachelor of Mathematics and Finance

As a result of recent Faculty of Commerce changes to names, descriptions and pre/co-requisite arrangements for FIN subjects, SMAS wishes to update elective lists for the Bachelor of Mathematics and Finance degree. Opportunity has been taken at the same time to update details of the BMathFin course requirements to reflect changes in the School of Mathematics and Applied Statistics offerings over the last few years.

The attached Minor Course Proposal outlines the proposed changes.

Resolution Exec 5/27:

It was resolved to:
(a) recommend approval of the minor course amendment to the Bachelor of Mathematics and Finance degree, as outlined in the attachment to the agenda (subject to the minor addition indicated in the minutes), to be introduced in 2006, and
(c) request that Faculty forward the course proposal to Academic Senate Standing Committee for approval.

5. REPORT FROM THE FACULTY RESEARCH COMMITTEE

A report from Professor David Steel was circulated prior to the meeting.
6. REPORT FROM WORKPLACE ADVISORY COMMITTEE

It was noted that there had been no meeting of this Committee since the last Executive Committee meeting.

7. FINANCIAL REPORT

Reported under item 3.6.

8. FACULTY PLAN PROGRESS UPDATE

First quarter progress reports have been called for.

9. OTHER BUSINESS

9.1 Executive Committee Membership

The Dean spoke to this item indicating that most of the Faculty’s major initiatives are overseen by Solveig who would, therefore, make a significant contribution to this forum.

The Dean recommended adding the position of Faculty Executive Officer to the ex-officio membership of the Faculty Executive Committee given the corporate strategic nature of that position’s responsibilities. It is felt that input from this position will add value to the Committee, and is in line with the membership of other Faculty Executive Committees.

Resolution Exec 5/28:

It was resolved to recommend approval of the addition of the Faculty Executive Officer position to the ex-officio membership of the Faculty Executive Committee.

10. NEXT MEETING

The next meeting is scheduled for 8 September, 2005.

The Dean thanked members for their input and closed the meeting at 2.25 pm.

Signed as a true record

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Professor Joe Chicharo, Chair
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