UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
EXECUTIVE COMMITTEE

Minutes of Meeting No. 4/2006 of the Faculty of Informatics Executive Committee held on Thursday 3 August commencing at 1:30 pm in the Informatics Meeting Room, Building 39, Room 150A.

PRESENT: Prof J Chicharo (Chair), Prof S Bouzerdoum, Dr A Chatfield, Dr P Doulai, A/Prof P Hyland, A/Prof F Naghdy, Dr C Ritz, Prof D Steel, Mr B Webb, 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 Ms S Dewhurst.

1.2. Confirmation of Minutes from Previous Meeting held 8 June, 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

Items 3, 5, 6 were starred for discussion. The Dean’s scholar program was discussed under Item 8 – Other Business.

3. DEAN’S REPORT

The Dean welcomed the following new Committee members to the meeting for a two year term ending June 2008:

- Dr Akemi Chatfield – SITACS rep,
- Dr Parviz Doulai – SECTE rep, and
- Dr Christian Ritz – Lecturer Level A&B rep.

The Dean acknowledged and thanked Dr Geoff Trott, who has recently resigned, for his long tenure at the University and in particular for his assistance to the Faculty in the Sub-Dean role for many years.

3.1. Staff

The Dean reported that:

- Bill Damachis has been appointed as the new Director of Transnational Programs, initially reporting to the VC, effective next Monday. This is a newly created position with a focus on managing offshore programs and related strategic relationships. The Faculty will continue to work closely with Bill in his new position and will be replacing him with a lower level position primarily focussed on marketing. The Dean also acknowledged and expressed his appreciation for the large contribution Bill has made to the Faculty.
- The University is proceeding with Student Equity and Diversity Liaison Officer Appointments with positions currently being advertised. The Faculty will share a position with the Faculty of Engineering. The Associate Dean (Academic) will collaborate with the new officer to
formulate strategies and a structure on how to move forward with this role and encourage Faculty engagement.

3.2. Activities
The Dean reported that:
- the Faculty is leading a new pilot project to be funded by the Carrick Institute in ICT; project to include Monash, UTS and QUT; the Associate Dean (Academic) is working with the Dean on this project;
- numbers for the Enrichment program are still strong with approximately 90 students registered for the Saturday School last week; this continues to be a strong activity for the Faculty;
- registrations are now open for Early Entry – we are currently tracking the same as last year; the marketing campaign is scheduled to commence in two weeks;
- Ms Solveig Dewhurst is currently attending a careers market in Canberra;
- the HDR Welcome Day was held on 18 July with strong numbers in attendance from all Schools;
- the Dean’s Merit Luncheon was held on 19 July which recognised the achievements of students in the top 5% and First Class Honours. Last year’s student representatives and students who volunteered their assistance with the Enrichment Program were also acknowledged. The Dean thanked Professor Salim Bouzerdoum for representing under difficult circumstances;
- a successful Maths Teacher Day was held on 27 June with approximately 50 teachers attending;
- a two day HSC preparation program for Year 12 students from St Marys and Edmund Rice College was held on campus at the start of July; this was organised by the Head Maths teacher from St Mary’s college with showbags and support provided by the Faculty; and
- a Course and Career Information Evening for students, parents and teachers of Year 12 mathematics students will be held on 20 September.

3.3. Other Campuses
The Dean reported that:
- we are experiencing problems with ABRS HK and the payment of bills and are currently seeking legal advice; and
- numbers are strong for the SIM program with approximately 150 students enrolled this year.

3.4. Budget
The Dean reported that:
- the budget is tracking extremely well; and
- the budgeting model for next year has been changed by central administration; the proposal will now come to us. The Dean has worked with the Finance Officer on formulating forecast figures and is hopeful to retain our funding at its current level.

3.5. Other
Discussions with the VC
International Student Numbers
The Dean reported that:
- the Deans met with the VC yesterday;
there is a continued emphasis on planning and the need to be proactive in retaining international student numbers;

there has been a significant reduction in student numbers from China across the University; work carried out in the past by agents. More of a physical presence is needed in China for direct contact.

Centralisation of IT
The Dean reported that:

- the centralisation of IT will continue to be implemented slowly across the University; this proposal has had enormous opposition from the Deans;
- the formulation of a balanced service level agreement is an issue that has been dealt with by the Deans and ITS;
- our Faculty is not an easy model to adopt into the centralisation; ITS will be starting with easy Faculties first;
- early indications show that to offload desktop support and retain some other services doubles the cost to Faculties.

IT/IS Review
The Dean reported that:

- he acknowledged the leadership of the SITAC’S Heads and the extensive work that was achieved to produce an outstanding submission;
- recommendations have been given to the VC; we are currently waiting for the outcomes; and
- an announcement is expected within ten days.

3.6. Research Information System

Publications Module
The Dean reported that:

- work is currently proceeding on the publications module;
- publications from 2000 – 2003 have been mapped to research groupings;
- 2004 publications have been audited and mapped by most Schools;
- 2005 publications have been audited and distributed to Schools for mapping last week;
- a cutover meeting was held on 28 July;
- training is slated for the week ending 15 September;
- there are ongoing issues of apportioning publications across Faculties which will be investigated further during the second round development process; waiting outcome of RQF.

3.7. Business Continuity Planning Project
The Dean reported that the disaster walkthrough has been rescheduled to September.

3.8. Content Management System
The Dean reported that this Project Group has now moved into our Honours labs. The group will be expanding by adding two ITS personnel (Robert Robinson and Michael Caruana), two Stellant project managers and two campus Faculty representatives.

3.9. Space Utilisation Project
The Dean reported that there is no further update from that presented at the last meeting.
4. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 6 JULY, 2006

4.1. Major Amendment to the Bachelor of Engineering Degrees

The attached proposal from SECTE outlines modifications to the Bachelor of Engineering program, including the introduction of new subjects, ECTE331, ECTE365 and ECTE433. These modifications are part of a continual revision of the BE courses, and follows the amendments made to Years 1 and 2 in 2004 and 2005 and implemented in 2005 and 2006, respectively.

The School is seeking a waiver of the ECAC requirement, as the modifications are necessary to accommodate changes to CSCI subjects and to incorporate recommendations from the Engineers Australia review of courses in late 2003.

Resolution Exec 6/14:
It was resolved to:
(a) recommend 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 2007, and
(b) recommend forwarding the proposal to Academic Senate Standing Committee for approval, with a request that the Deputy Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.

5. REPORT FROM THE FACULTY RESEARCH COMMITTEE

Professor David Steel reported that:

- over 20 applications were submitted for the ARC Discovery scheme by the Faculty; results will be released in October;
- the second round of linkage grants for 2005 have been announced with Dr Tim Coltman successful from our Faculty; UoW success rate is up to 30%; two applications have been lodged for the current round;
- a linkage project workshop was held yesterday for unsuccessful applications from the Faculties of Informatics and Engineering;
- RIBG applications have been processed with three out of the six Informatics applications successful – two from TITR and one from A/Professor Fazel Naghdy;
- the Faculty has submitted three applications for expressions of interest for new research strengths:
  - Applied Statistics – this application has proceeded to the next level;
  - Applied Mathematics – this application was not accepted but can apply for a strategic initiative;
  - SITACS based – this application was not approved but will be considered for a Faculty initiative;
- 15 URC small applications have been submitted – a panel discussion with applicants was held last week with Professors Bouzerdoum and Fulcher in attendance;
- he has been successful in obtaining an NHMRC grant in collaboration with ANU;
- the closing date for HDR applications is 31 October; the University is now eligible for AusAID under a new Government initiative called Australian Development Scholarships. Prof Steel advised staff to pass this information on to colleagues overseas who may know of any interested students. Students need to be admitted here first and then can apply for AusAID. More information can be found at www.australiansscholarships.gov.au.
6. REPORT FROM THE ASSOCIATE DEAN (ACADEMIC)
A/Professor Fazel Naghdy reported that:

- the Faculty will be leading an ICT discipline based initiative funded by Carrick Institute with Monash, QUT and UTS as partners. The initial stage of the project is 18 months with an allocation of around $200,000. We are in the process of putting together the project specification for submission to the Institute;
- UOW has received two more Carrick Institute grants in the second round – Faculty of Education and CEDIR. This brings the total money received from Carrick in 2006 to $1M;
- the rules for Teaching and Learning funds received from the Commonwealth Government are changing for 2006 but have not yet been announced. UOW might still receive some money but may not rank first;
- UEC has approved a resolution to adopt a more flexible approach to ITT for new academic staff by considering their background and teaching experience and providing them with different development paths;
- the subject delivery review data obtained from subject coordinators is being entered into the database by Schools – waiting to receive student survey data;
- a University committee has been appointed to examine issues associated with subject evaluation surveys – such as overlaps between different surveys, the large number of surveys for a subject etc, in an effort to streamline the current process;
- the Faculty Dean’s Scholar proposal has been finalised and submitted to the Faculty Executive Committee for approval and implementation.

7. REPORT FROM THE WORKPLACE ADVISORY COMMITTEE MEETING HELD ON 29 JUNE, 2006
It was noted that the WAC Chair had reported that:

- room inspections are still being conducted;
- COGNOS WAC data, promised in mid-2005, has not yet been updated, and as such Informatics WAC is unable to progress with its strategic plan KPIs until this data is available;
- Angelina Panetta was appointed as the new Dean’s nominee and hence the new Chair of the Informatics WAC;
- the Committee ratified the Executive Officer’s decision to only turn over half of the Committee’s membership each year, thus retaining the corporate knowledge of the Committee.

8. OTHER BUSINESS

Dean’s Scholar Program
A/Professor Fazel Naghdy reported that:

- developing a Dean’s Scholar program for the Faculty was an objective that he had set for himself;
- most of the other Faculties have a program in place;
- the proposal has been discussed at a Dean and Heads of School meeting; changes were made prior to forwarding on to the Faculty Executive Committee for approval.

He then proceeded to outline details of the program:

- entry requirement is a UAI of 90 or above;
- can transfer from a regular degree with a WAM of 75 over 2 sessions;
- quota is limited to 15 – 20 intakes across the Faculty each year;
- minimum privileges across the Faculty include:
o a book allowance of $500 per annum;
o extended internet quota and library access;
o access to accelerated program;
o provided with an academic mentor;
o assigned to a Faculty research centre depending on degree and interest;
o opportunity for summer internship (equivalent to summer scholarships);
o aligning the major or honours thesis project with a research project in the assigned research centre.

The estimated cost of the program to the Faculty is $50k per annum. It is anticipated that the program will attract a good cohort of high performing students which will benefit the teaching and research profile of the Faculty.

Discussion

▪ Will Advanced Maths students be precluded from the program? The School will support if this degree is included.

Action: To obtain a University level policy decision on the program relative to degrees with distinction – obtain a waiver for Maths Advanced Students if needed.

▪ The program offers an excellent opportunity for successful networking and marketing with seminars, regular events etc which involve this group as a collective – good ambassadors for the Faculty.
▪ Need an implementation plan.
▪ It may be possible to obtain funding from industry for the program.

9. NEXT MEETING

It was noted that the next meeting will be held on 21 September, 2006 in the Faculty Meeting Room (39.150A).

The meeting closed at 2:55 pm.