Minutes of Meeting No 5/2004 held on Thursday, 16 September 2004 commencing at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Chicharo (Chair), A/Prof C Alcock, Mr B Brown, Prof V Gosbell, Prof P Ogunbona, Mr L Ohlbach, Dr I Piper, Prof D Steel, Dr G Trott, Mr P Vial, A/Prof G Williams, and A/Prof SP Zhu.

IN ATTENDANCE: Ms K Oborn and Ms S Dewhurst.

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
       Apologies were received from A/Prof F Naghdy.
   1.2 Confirmation of Minutes from previous meeting held 22 July, 2004
       A motion was put by A/Prof G Williams and seconded by Dr G Trott, that the minutes of the previous meeting, held 22 July 2004 by accepted as a true record of the meeting.
   1.3 Business Arising from the Minutes
       There was no business arising from the previous Minutes.

2. STARING OF ITEMS FOR DISCUSSION
   The following items were starred for discussion:
   3 Dean’s Report
   5 AUQA Audit
   6 Faculty Research Committee Report
   7 Workplace Advisory Committee Report

3. DEAN’S REPORT
   3.1 Congratulations
       The Dean congratulated those staff members who have recently secured contracts and funding for research. Prof Steel will provide details in the Associate Dean Research report.
   3.2 Staff
       The Dean reported that:
       • Mr Stein Krav has resigned from the University effective from 23 September and will be on leave until that date. The Dean and the School are looking at the requirements needed for a suitable replacement;
       • an offer has been made to the most suitable candidate for the recently advertised Financial Assistant position; the candidate has accepted the offer and will commence on Monday 20 September;
       • Daniel Matusch has been offered a position with ITS at level 6; the Faculty is in the process of converting Daniel’s position to full-time.
3.3 **Activities**
The Dean reported that three teams from the Faculty entered the Graduate Attributes Challenge; one SECTE team (Team C) took out two of the three categories. The Dean to send an email to whole faculty (copied to the Vice Chancellor), giving details of the team’s success.

3.4 **Space**
The Dean reported that:
- there is no further news on the space issue;
- building 6 is now only a remote possibility; any space concerns emanating from staff will be taken to the Executive by the Dean.

Prof Gosbell asked whether there was any level of expenditure which the Vice Chancellor would consider for building 6, suggesting that $100k may be sufficient to complete some necessary minor work. The Dean replied that this was not an unreasonable suggestion for a short to medium term solution. Prof Gosbell advised that he would arrange for Peter Costigan to obtain some rough quotes on alteration costs.

3.5 **Students**
The Dean reported that:
- Early Entry registrations at 186 for 2004 are still down on the same time last year at 199;
- the 100 new places originally allocated to the faculty may be reallocated to the Medical School;
- Options Day is Wednesday 5 January, 2005; last day for preference changes is Thursday 6 January, 2005;
- Enrolment day for Informatics Faculty is Thursday 3 February, 2005;

3.6 **Internationalisation**
The Dean reported that:
- the new draft contract developed for off-shore partners is quite water tight;
- Bill Damachis and the Dean are to visit Singapore and Hong Kong next week to try to finalise arrangements with two major partners;
- a draft contract for China is currently being developed.

3.7 **Publicity**
The Dean thanked Solveig Dewhurst for her work on various publicity opportunities for the Faculty:
- student profiles for Early Entry;
- Early Entry advertising in newspapers;
- newspaper advertorials;
- direct mail postcards post HSC exams and prior to Schoolies, to students with UoW as a preference and as notated on the Discovery Day database;
- profile in Illawarra Mercury’s IQ magazine and an article in the general news section.

The effectiveness of the publicity will be evaluated at the conclusion of Early Entry.
3.8 **Other**

The Dean reported that:
- the last Faculty Visiting Committee meeting was held on 25 August with the following items being discussed:
  - Terms of Reference were agreed upon;
  - an extensive list of potential new members was developed;
  - attracting additional scholarships;
  - Committee keen to assist in the development of a long-term plan for the faculty;
  - impact of Innovation Campus on faculty; Dean and Heads to conduct a brainstorming session on 20 October and report back to Visiting Committee prior to its involvement.
- the School of Maths and Applied Statistics is in the process of forming a School Visiting Committee;
- the first deadline for Faculty Plan progress reports was Monday 13 September.

3.9 **Reminders**

The Dean reported that:
- Early Entry interviews are to be held on Friday 1 October;
- an Early Entry briefing session is to be held on Thursday 23 September for staff involved in the interviews.

4 **REPORT FROM THE FACULTY EDUCATION COMMITTEE – 2 SEPTEMBER, 2004**

4.1 **Subject Proposal – Revision of ITCS949**

ITCS949 – Industry-based Information Technology Project has been updated to ensure content and outcomes are current and appropriate.

The revision includes changes to:
- Subject Name;
- Subject Content;
- Learning Outcomes;
- Tertiary Literacies;
- Assessment Methods; and
- Addition of Singapore as a possible new location.

The proposal has been discussed with the Faculty Librarian Annette Meldrum, and her feedback has been incorporated with the proposal.

**Resolution Exec 4/33:**

*It was resolved to recommend approval of the revisions to ITCS949 – Industry-based Information Technology Project, as proposed in the attachment to the agenda, effective from 2005.*

5 **AUQA REPORT**

An update on the progress of preparation for the AUQA Review was tabled at the meeting. Solveig Dewhurst gave a quick run-down on where the faculty is up to, pointing out the tight turn-around for supplying information. The Dean suggested that a central location for collection was necessary and requested that all staff forward emails and other relevant information to Solveig.
6. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**

Professor David Steel reported that:

- The Faculty has experienced a number of recent successes:
  - finalisation of a major Motorola contract;
  - renewed and increased funding of Power Quality Centre by Integral Energy;
  - Professor Vic Gosbell awarded a prize for best paper by Electrical Supply Association for the third year;
  - Professors Peter Eklund, Aditya Ghose, Salim Bouzerdoum and Associate Professors Tad Wysocki and Minjie Zhang are all members of groups who have been successful in securing ARC Research Networks bids.
- eight expressions of interest from the Faculty were lodged for the second round of ARC Linkage grants;
- Faculty Research Committee recommendations for URC Small grant applications has been forwarded to URSC for its 22 September meeting. The 23 faculty and three multi-disciplinary applications were of a high standard;
- an AUQA Reference Group workshop was held recently with 25 in attendance; a report on the meeting will be distributed shortly;
- a Manager Innovation and Commercialisation Development (MICD) is to be appointed to the Faculty;
- a paper is being drafted on Research Training and Management for consideration by URSC. It highlights the issue in recruiting and properly supporting HDR students, which are important issues for the Faculty.

A discussion on the paper “impact of research” which Prof Sheil is endeavouring to establish took place. The Dean is keen for the Faculty to be involved as the paper has implications for preferred journals throughout the University.

7. **REPORT FROM WORKPLACE ADVISORY COMMITTEE**

Mr Les Ohlbach reported that:

- a number of staff members have completed modules one and two of the Workplace Audit Inspection Plan through the OH&S Unit;
- blackout kits are to be placed in strategic areas throughout the faculty;
- the Disability Unit will take responsibility for the relocation of the security phones in buildings 3 and 35;
- Krista Fogarty from the OH&S unit advised that minutes of the University OH&S meetings are now available on the web;
- The OH&S Coordinator, Dean of Informatics and Faculty WAC Chair have discussed the KPIs for Informatics:
  - hazard reporting increase by 50%;
  - number of hours lost due to injury to be decreased through effective return to work strategies and injury management;
  - early reporting of injuries to be encouraged;
  - staff to be made aware of manual handling hazards;
  - Faculty hazard inspections to become routine;
  - building 35 monitor flicker; shielding has been fitted to power cable to prevent/reduce incidence;
o no response from Buildings and Grounds on the insect and rodent infestation in building 35.

The Dean responded to these issues advising that one of the University’s Faculties failed an OH&S audit; staff audited were not aware of reporting procedures or which forms to complete. He suggested an awareness campaign be conducted to improve staff knowledge on OH&S reporting procedures. The OH&S unit is to provide the Faculty with a guide on safety and hazard prevention procedures. The Faculty WAC will initiate an awareness campaign if OH&S don’t provide the flowchart.

8. **FINANCIAL REPORT**
   Reported under Item 3.

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

10. **OTHER BUSINESS**
    Associate Professor Graham Williams advised that Professor David Griffiths is now resting at home after his recent bout of ill health.

11. **DATE OF NEXT MEETING**
    The next meeting is scheduled for Thursday, 18 November 2004.

The Dean thanked members for their input and closed the meeting at 2:20pm.

Signed as a true record

Prof Joe Chicharo, Chair