Minutes of Meeting No. 5/2005 held on Thursday, 8 September commencing at 1:30pm in the Informatics Meeting Room, Building 39, Room 150A.

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

IN ATTENDANCE: Mr C Peden and Ms G Portscher

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies were received from Dr I Piper.

1.2 Confirmation of Minutes from Previous Meeting held 21 July, 2005
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

Item 8 was starred. A brief overview from the newly appointed MICD, Craig Peden was provided under Item 9 – Other Business.

3. DEAN’S REPORT

The Dean welcomed Craig Peden to the meeting. Craig has taken up the position of Manager of Innovation and Commercial Development.

3.1 Staff

The Dean tabled a position description for Associate Dean (Academic) – Faculty of Informatics which has been discussed with the Heads of Schools and the Sub-Dean who is intending to resign in the middle of next year. The position will subsume the role of Sub-Dean and will complement the role of Associate Dean (Research) and is important for providing leadership in the Faculty.

The Dean also reported that:

- the process of interviewing for the Lecturer/Senior Lecturer positions in SECTE is currently underway with no outcome reached as yet;
- the CEDIR Faculty Service Agreement has been signed off for the year.

3.2 Activities

The Dean reported that:

- the Student Equity Project – Faculty Reference Group held its first meeting today. An initiative developed by the Dean of Students, Ms Yvonne Kerr, the aim of the project is to strengthen UOW's commitment to equity by developing a framework for student equity support;
the School of Mathematics and Applied Statistics is holding a Course and Career Information Evening on Wednesday 14 September commencing at 7:00 pm. This is a talk and question opportunity for HSC students and their parents.

### 3.3 Space

The Dean reported that:

- the issue of space is yet to be resolved. He met with Tom Hunt who has been appointed under Damien Israel on a special project to audit IT assets and space assets in the University. There is a large inequity of space utilisation within the University and information for the Faculty’s space requirements is needed to formulate a proposal to the VC;
- the Workplace Advisory Committee is in the process of conducting a Workplace Inspection Plan to include safety audit timetables and a walk through audit of space.

### 3.4 Offshore

The Dean reported that:

- over 100 students have enrolled in the final year bachelor program offered at Singapore Institute of Management after less than 1 year of commencing our partnership. This is largely attributed to the commitment of Prof Philip Ogunbona to ensure the quality of our offerings. We are also looking to expand to 1st and 2nd year offerings as well;
- our partnership in China with Zhengzhou University in the Engineering area has commenced. The offshore program incorporates the Faculty teaching into the first three years of the degree, with students not officially enrolling as UoW students until the four year receiving a full offshore delivery in this final year. This is a good model driven by the close working collaboration of Dr Jiangtao Xi and Bill Damachis;
- our new offshore partnership in Hong Kong (Hong Kong University of Science and Technology) is on schedule to commence in January 2006;
- our previous partner in Hong Kong, ABRS, has been terminated and we are in the process of seeing out the final cohort of students.

### 3.5 Students

The Dean reported that:

- Ms Solveig Dewhurst visited and presented to Yr 12 students at Broughton Anglican College, Campbelltown;
- a PG Information Evening was held on 30 August with a significant number of attendees. The Faculty had 6/7 solid enquiries;
- UG Information Evenings were held in Sutherland, Campbelltown and Wollongong;
- we are currently in a recruitment phase with a number of presentations taking place. We need to ensure that we have the best possible staff attending as good ambassadors of the Faculty;
- spring enrolment numbers are sitting close to where we were last year, 2225 EFTSU in 2004 and 2210 in 2005. There has been a decrease in international numbers;
current trend indicators show a potential downturn for first preferences at the end of the year which will impact on numbers for the commencement of session in 2006;

there has been solid media coverage of the Early Entry campaign with ads, profiles and radio commercial, and two postcard mail outs still to come. Registrations are currently at 123 which is approx 21% down on 2004 and 25% down on 2003. The closing date is 16 September;

an intensive advertising blitz in newspapers with a countdown to the Early Entry registration date commences on Saturday in the Mercury with a quarter page ad to be featured on page 9, this concludes on Thursday with the ad stating “last chance”. These ads will also appear in regional papers including: St George Sutherland Shire Leader, Shoalhaven News, Southern Highlands News, Wollongong Advertiser, Lake Times, Northern News and Kiama Independent.

3.6 Budget

The Dean reported that:

- all expenditure is currently on budget;
- the Dean and Faculty Finance Officer, met with John Patterson, Damien Israel and Aden Steinke recently to discuss the Faculty’s budget allocation. The Faculty received less than proposed-with the equipment budget cut by $200,000, but this is not expected to have a high impact. Overall, a reasonable outcome is expected;
- salary rises have not been allowed for in this budget due to a move to fund this centrally;
- the University’s income component is made up of 42% from international and offshore students and 58% from domestic students.

3.7 Other

The Dean reported that:

- workloads have been uploaded to the web;
- the issue with internet charges and PG student policy has been taken to the Senior Executive to seek changes in the policy to allow Faculties to implement restrictions on usage. Quotas on PG students may be needed due to high download costs etc. ITS are now equipped to measure all traffic;
- the Business Continuity Plan disaster walkthrough is scheduled for February 2006;
- a set of knowledge management tools is being developed by Peter Hyland with the Workloads tool to be trialled in SITACS. Other tools such as Publications, HDR students, Grants, Who’s Who and Where is It are also flagged for development.

3.8 Long Range Plan

The Dean reported that:

- development of the Long Range Vision commenced at the start of the Faculty’s planning day held in January 2005 with meetings and discussions held with the LRP Exec Group consisting of the Dean, John Mann and Roger Evans (Visiting Committee), the Heads of Schools,
Solveig Dewhurst, Bill Damachis, Associate Dean (Research), Faculty Education Committee Chair, Prof Rei Safavi-Naini and A/Prof Peter Hyland representing the Dream Team;

- two subsequent meetings of the LRP Exec Group were held to pull the strengths together and develop the Long Range Visions and Aspirations document 2005 – 2015;

- the Long Range Visions and Aspirations document was presented to the Visiting Committee meeting held on Friday 2 September and will be presented at the next Faculty meeting scheduled for 22 September. He is ready to communicate the document to staff and is hoping that they will identify with it and claim ownership;

- the Pro Vice-Chancellor (Operations) will be attending at the commencement of the Faculty meeting to call for expressions of interest for the Associate Dean (Academic) position. The PV-C (Ops) also attended the Visiting Committee meeting on 2 September and was enthusiastic and supportive of the Faculty’s Long Range Vision;

- the University does not have a 10 year plan. This Plan has been an initiative of the Faculty which will provide a framework for newly appointed staff and existing staff of the Faculty’s direction and gives a perspective of what we need to be doing to get there.

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

4.1 Items Discussed at Meeting

Offshore ILIP and Library Services
Craig Littler, Remote Services Manager, and Lynda Kriflik, University ILIP Coordinator, attended and outlined the results of recent reviews of library services for offshore teaching:

- The Library has recommended that a statement regarding library services be included in future offshore contracts to the effect that partner institutions are responsible for the local service and UOW will provide supplementary electronic services.

- An Offshore Course Library Services Checklist has been produced. It is a guide on library issues to consider when offering courses offshore and is designed to complement the formal UOW course approval forms.

- A CD Rom has been produced and distributed to all offshore students to address the finding that offshore students are unaware of the resources available to them. The CD Rom includes information about email, SOLS and other electronic resources.

- ILIP has been reviewed for both onshore and offshore applications, and a trial of the new program will commence within the next few weeks. It is more generic, making it relevant for all onshore and offshore locations, but more challenging. It now includes introductory modules on databases, finding information, evaluating information and plagiarism. The Statistical Literacy modules are also being revised.

Quality Review Framework
FEC discussed the framework and the course and subject review guidelines, noting that a five-year schedule of course and subject reviews needs to be
developed and documented. A request will be sent to School Education Committees for assistance with this process.

**SITACS Degree Revisions**
The fast-tracking of major degree revisions for undergraduate and postgraduate SITACS degrees was foreshadowed and discussed.

**Review of BIST Degree**
After discussing the quality review framework and recommendations made by SITACS, FEC agreed to recommend to the Dean (as per the course review guidelines) a review of the BIST degree.

**Feedback to University Working Parties**
FEC briefly discussed matters regarding the review of grades of performance, submission of late assignments and the special consideration process, with feedback to be provided to University working parties currently reviewing the matters.

### 4.2 Subject Revision – ECTE171
SECTE wishes to revise the subject name of ECTE171 *Introduction to Signals and Systems*, to more accurately reflect the subject content.

The proposed subject name is *Introduction to Electrical Engineering Systems*.

There is no change to subject content.

**Resolution Exec 5/29:**
*It was resolved to recommend approval of the subject name revision for ECTE171 from ‘Introduction to Signals and Systems’ to ‘Introduction to Electrical Engineering Systems’, effective from 2006.*

### 4.3 Subject Revision – MCS9205
SITACS wishes to revise the subject content and learning outcomes (objectives) of MCS9205 *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.

The revision to CSCI205 was approved at the last FEC meeting.

**Resolution Exec 5/30:**
*It was resolved to recommend approval of the revision to subject content and learning outcomes for MCS9205 – Development Methods and Tools, as outlined in the attachment to the agenda, effective from 2006.*

### 5. REPORT FROM THE FACULTY RESEARCH COMMITTEE
Professor David Steel reported that:
- ARC Discovery grants results were resolved in August and the outcome will be announced early next month;
URC small grant rankings have been completed by the Faculty Research Committee and will be assessed by the University Research Standing Committee at its meeting next Friday;

the mid-term review Research report has been submitted although not all the requested data were provided due to difficulties in obtaining the required information;

he was late to the meeting as he attended a photo opportunity to announce winners of the University International Links Grants. He congratulated Salim Bouzerdoum, Philip Ogunbona/Wanqing Li, Eryk Dutkiewicz/Xiao Jing Huang and Robert Clark/himself on being successful from our Faculty;

applications for PhD scholarships close at the end of this month. Two references are required as well as special attention to ensure paperwork is complete;

the next round for Linkage grants has opened and a get together with the Faculty is to be organised;

Bob Cole has been appointed by the Pro Vice-Chancellor Research to review the data systems needed for research management;

the Research Quality Framework was introduced on research performance from 2001 – 2006 with an assessment phase in 2007. $12M of the University’s funding is to be allocated under RQF. Research dollars and publications have disappeared. The best four outputs of a period are to be put forward and will be assessed by a panel of about 12 members. People will be ranked in groups according to their output. Less can be more with the emphasis on quality over quantity.

6. **REPORT FROM WORKPLACE ADVISORY COMMITTEE**

Ms Solveig Dewhurst reported that:

**Faculty Plan KPIs and Other**

- In order to set baselines for KPSs such as hazard reporting, lost hours, manual handling injuries, COGNOS familiarisation session organised.

  This session indicated significant problems with the data. Discussions with the OH&S Unit resulted in taking their advice to wait until the COGNOS data is cleansed and uploaded – something in November.

- Workplace inspections: Plans and space data acquired from B&G; working party to be formed with building-specific membership to identify and conduct workplace inspections in high risk areas initially, such as labs, workshops etc.

  May look at rolling in audit of lifting and moving equipment, such as trolleys etc.

- Mandatory OH&S modules identified and advised to those staff not yet trained, along with training dates

- OH&S Addendum checklist has now been devolved to SECTE OH&S committee with that group yet to hold its inaugural meeting.

- OH&S FAQ, amongst other items, speaking to the non-medically prescribed medication policy, now on the web.

- UoW-sponsored flu shots memo, with attached list of other Australian Universities providing the same service, constructed and sent to the OH&S Unit and ARD, with a copy to the UoW OH&S Unit group representative, Ian Laird.
Response received from ARD stating they had forwarded the memo to the OH&S Unit. No response received to date from the OH&S Unit.

7. **FINANCIAL REPORT**
   Reported under item 3.6.

8. **FACULTY PLAN PROGRESS UPDATE**
   The first quarter detailed plan is in the process of being distributed and the summary has been condensed. The tabled progress report was devised for the Advisory Committee meeting and may not read as per the plan due to being condensed to incorporate more umbrella terms. The new reporting format has been embraced and we are currently tracking very well.
   
   The condensed Informatics Faculty Plan First Quarter Progress Report, as constructed for the Advisory Committee meeting, was tabled at the meeting.

9. **OTHER BUSINESS**

   **MICD Appointment**
   Craig Peden provided the meeting with a brief overview of his background and new role as Manager of Innovation and Commercial Development. He was a former staff member of the University commencing as an administration trainee in 1990. More recently, he has worked for large US companies such as Peoplesoft and Microsoft. He sees the MICD role as a multifaceted role to establish the commercialisation output of academic and research processes and to act as a catalyst link in patenting technologies. Informatics has been identified as a strong focus. He is also working for Commerce and Arts and is currently making his way around the Faculties to identify areas of research with potential commercialisation opportunities. He is located in Building 3.

10. **NEXT MEETING**
    The next meeting is scheduled for 10 November, 2005.

    The Dean thanked members for their input and closed the meeting at 2.50 pm.

Signed as a true record

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Professor Joe Chicharo, Chair