Minutes of Meeting No. 5/2006 of the Faculty of Informatics Executive Committee held on Thursday 21 September commencing at 1:30 pm in the Informatics Meeting Room, Building 39, Room 150A.

PRESENT: Prof J Chicharo, Prof S Bouzerdoum, Ms S Dewhurst, Mr P Doulai, A/Prof P Hyland, A/Prof F Naghdy, Dr C Ritz, 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 Dr A Chatfield, Prof D Steel and Mr B Webb.
   1.2. Confirmation of Minutes from Previous Meeting held 3 August, 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 and 6 were starred for discussion. Item 5 – Report from the Faculty Research Committee was tabled at the meeting.

3. DEAN’S REPORT
   3.1. Staff
   The Dean reported that:
   - the International Manager position, which was previously occupied by Bill Damachis, has been advertised at a lower level as support will be maintained centrally from the Transnational Programs Unit; and
   - Jenny Deura has resigned from her role as administrative assistant to the Head of SITACS to take up a position in the Medical School; paperwork for a replacement has been signed off and is currently underway.

   IS/IT Review
   The Dean reported that:
   - recommendations of the review have been finalised with IS coming to Informatics; the review indicated a large overlap of degrees with a large teaching load to be covered;
   - currently in the process of finalising staff for the newly combined school of Information Systems and Information Technology;
   - the Heads of SITACS, together with their Administrative Officer, have been looking at timetabling and other administrative issues involved with the new combined school;
- the Dean will activate the process of selecting a head for the new school;
- the new school is generically being called IS/IT and will be housed in Building 39; space requirements are currently being assessed;
- Computer Science and Software Engineering will be housed in Building 3; and
- The Dean met with the IS staff on Monday at morning tea and has had subsequent individual meetings.

### 3.2. Activities

The Dean reported that:
- the Enrichment Program Friday sessions are coming to a close with the second last being held tomorrow night; the Saturday Maths School commenced two weeks ago;
- the School of Mathematics and Applied Statistics held a successful Maths Information Evening last night which attracted approximately 20 students plus parents;
- area and School Information Evenings are now complete with six attended in total; and
- the Postgraduate Information Evening was held recently with 11 registrations, plus an additional five attendees not registered; primarily these were SITACS enquiries, with one PhD for SECTE and one for SMAS.

### 3.3. Other Campuses

The Dean reported that:
- the ABRS HK bill payment still remains outstanding;
- he will be travelling to China this weekend for a student recruitment drive; currently pursuing a twinning arrangement in Tianjin; first efforts in China have provided a good interface with long term partners at HUST and Zhengzhou; continued presence is required in these areas;
- a recruitment drive in India was attended by UniAdvice;
- there is a scheduled marketing event in Thailand in October but, given the current unrest, the situation will be closely monitored;
- a representative from the Faculty will attend a marketing event in Malaysia together with UniAdvice; and
- a major fair in China to be potentially attended due to Bill's departure.

### 3.4. Activities

Ms Solveig Dewhurst reported that:
- the Faculty has submitted forecast numbers for enrolment next year, indicating a growth of 4%;
- Early Entry closed yesterday with total registrations 3% down on last year, despite being 26% down late last week;
- all Schools will be faxed a press release today reminding them that there is still time for students to seek an individually-organised interview as well as advertising the new BIT degree on offer for next year; and
- UAC preferences to date have been requested and the Faculty will direct mail all students who have one of our courses as a preference.

### 3.5. Budget

The Dean reported that:
- the budget has been locked in with a significant cut; and
additional funding has been acquired but will not be sustained if numbers continue to drop.

3.6. Other
The Dean reported that:

- Mr Bob Coombs who used to Chair the SITACS Advisory Committee has now been appointed as the new Chair of the Faculty Advisory Committee;
- the retiring Chair, Mr John Mann has been nominated for a Fellowship of the University and will continue to be a member of the Faculty Advisory Committee;
- the Planning Conference dates are locked in for Thursday 30 November and Friday 1 December at Berida Manor, Bowral, which was the same venue as last time;
- preparatory planning is being initiated for the new school of IS/IT to have a preliminary planning event before joining the full Faculty event;
- feedback received from Rob Castle indicated that:
  - our Strategic Plan was identified as a model for other Faculties – one of the top three in the University;
  - our Marketing Plan was identified as one of the Plan’s real strengths, again a role model for other Faculties – progress reports are now available on the web.
- the Research Information System workshops are now complete – thank you to all staff who answered the call; Informatics are scheduled to cut over when issues with the Faculty server are resolved;
- the Business Continuity Plan disaster walkthrough has been rescheduled to October;
- there is no further news on the Content Management System; the next implementation meeting is scheduled for next week;
- all is quiet in regard to the Space Utilisation Project; TITR space has now been confirmed as separate from SECTE; SMAS has no space for visitors; two staff members in SECTE are without offices;
- A/Professor Fazel Naghdy will be attending a Building 6 meeting on Monday in the Dean’s absence;
- nominations for OCTAL awards are now open and close on 16 October.

4. REPORT FROM THE FACULTY EDUCATION COMMITTEE HELD 31 AUGUST, 2006
4.1. Items Discussed at Meeting

4.1.1. Dean’s Scholars Program
FEC further discussed the Dean’s Scholars Program proposal, with the view to preparing minor course amendments to selected undergraduate degrees. The minor amendments would include a change in entry requirements to attract high achieving students. The option of implementing the program as solely a scholarship would not allow for the Dean’s Scholars Program to be listed in the UAC Guide, the major publication referred to by Year 12 students in selecting courses for university.

The Chair of FEC will consult the Schools to determine which degrees should be targeted.
4.1.2. BIST Review Terms of Reference

The terms of reference for the BIST Review have been drafted and a memo sent to the Deputy Vice-Chancellor (Academic) for approval of the review committee’s membership. The BIST Curriculum Working Group is being established and is to commence operation from 15 September.

4.1.3. Subject Outline Checklists

FEC agreed to review the use of a Faculty-wide subject outline checklist. A working group was established and met on 7 September. A standard checklist was developed and has been circulated to the Schools for feedback.

4.1.4. Subject Proposal Forms

FEC discussed the need for subject and course coordinators to consult more extensively with support units (Library, CEDIR and Learning Development) in the development of course and subject proposal forms. It has been discovered that these forms often reach the FEC without prior consultation with support units, and as a result, are either incomplete or incorrectly completed.

A memo was drafted and circulated to Schools to recommend that support units are consulted from the early stages of subject and course development and that associated forms be signed off before being submitted to FEC.

4.2. Revision of SITACS Pre-requisites

SECTE is seeking software engineering options for the final year electives of the BEngineering (Computer).

SITACS’ current CSCI pre-requisites do not include the programming subject that is open to Engineering students so an alternative pre-requisite to each of the current subjects is proposed as follows:

4.2.1. Revision of Pre-requisite – CSCI204

SITACS wishes to make the following change to the pre-requisite for CSCI204 – *Object Programming and Frameworks*:

**Current Pre-requisite**
CSCI121 or CSCI124

**Proposed Pre-requisite**
CSCI121 or CSCI124 or CSCI192 (programming version of a subject that is compulsory for engineering students)

**Resolution Exec 6/15:**
It was *resolved* to recommend the approval of the following revised pre-requisite for CSCI204 – *Object Programming and Frameworks*, effective from 2007:

“CSCI121 or CSCI124 or CSCI192”.
4.2.2. **Revision of Pre-requisite – CSCI231**

SITACS wishes to make the following change to the pre-requisite for CSCI231 – *Operating Systems*:

**Current Pre-requisite**

CSCI121 or CSCI124

**Proposed Pre-requisite**

CSCI121 or CSCI124 or CSCI192

**Resolution Exec 6/16:**

It was resolved to recommend the approval of the following revised pre-requisite for CSCI231 – *Operating Systems*, effective from 2007: “CSCI121 or CSCI124 or CSCI192”.

4.2.3. **Revision of Pre-requisite – CSCI318**

Similarly, SITACS’ current CSCI pre-requisites do not include ECTE prefix pre-requisites so an alternative pre-requisite for CSCI318 is proposed as follows:

The School wishes to make the following change to the pre-requisite for CSCI318 – *Software Engineering Practices & Principles*:

**Current Pre-requisite**

CSCI222

**Proposed Pre-requisite**

CSCI222 or ((CSCI191 or CSCI192) and ECTE250)

**Resolution Exec 6/17:**

It was resolved to recommend the approval of the following revised pre-requisite for CSCI318 – *Software Engineering Practices & Principles*, effective from 2007: “CSCI222 or (CSCI191 or CSCI192) and ECTE250”.

4.3. **Integral Energy Power Quality and Reliability Centre Prize**

SECTE wishes to implement the Integral Energy Power Quality and Reliability Centre Prize, as attached to the agenda.

**Resolution Exec 6/18:**

It was resolved to recommend the approval of the implementation of Integral Energy Power Quality and Reliability Centre Prize.

4.4. **Major Amendment – Master of Engineering Studies**

The attached proposal from SECTE outlines revisions to the Master of Engineering Studies program, namely to delete the two existing programs, *Automation & Power Engineering* and *Computer & Telecommunications Engineering*, which were introduced over ten years ago and replace them with majors in Computer Engineering, Electrical Engineering and Telecommunications Engineering.

In addition, the amendment allows for a 72 credit point program to enable students to achieve a double major, i.e. Computer Engineering-Telecommunications Engineering, Computer Engineering-Telecommunications Engineering, Electrical Engineering-Telecommunications Engineering.
This revision also brings the MEngStud into line with the BE majors offered by the School.

The proposal also includes the introduction of two new subjects, ECTE906 *Advanced Signals and Systems*, and ECTE933 *Embedded Systems*.

These revisions are part of an effort to reverse the downward trend in enrolment in this degree program.

This proposal is currently being fast-tracked.

**Resolution Exec 6/19:**

It was resolved to:

(a) recommend the approval of the proposal for a major amendment to the Master of Engineering Studies degree, be introduced in Autumn 2007,

(b) recommend the approval of the new subjects ECTE906 *Advanced Signals and Systems* and ECTE933 *Embedded Systems*, and

(c) 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**

The report from the Associate Dean (Research) was tabled at the meeting.

Professor Salim Bouzerdoum reported that:

- he had represented the Associate Dean (Research) at the University Research Committee meeting to consider applications;
- an issue had been raised with an application coming from the Faculty having previously been submitted and declined before; and
- this has been documented by the Associate Dean (Academic) and the paperwork is with the Faculty Officer – this issue should have been picked up at the Faculty level.

6. **REPORT FROM THE ASSOCIATE DEAN (ACADEMIC)**

6.1 **Carrick Institute**

A/Professor Fazel Naghdy reported that:

- the proposal for DBI in ICT has been submitted; $250,000 has been requested over 18 months which covers supporting a project co-ordinator located in Wollongong, the cost of hiring casual research assistants in partners of consortium and travel;
- awards for Teaching Excellence and Prime Minister Awards are on offer – 26 at $25,000 and one at $50,000;
- 210 nominees will receive citations for outstanding contribution to student learning, $10,000; and
- the awards are given for different achievements including sustained contribution to course development, quality assurance, innovation in teaching and learning and others.

6.2 **BIST Review**

A/Professor Fazel Naghdy reported that:

- the BIST Curriculum working group held its first meeting today and has started its operation;
the BIST review committee will meet on 8 December; and
another external representative from the ICT industry is required to finalise
the review panel.

6.3 Dean’s Scholars
A/Professor Fazel Naghdy reported that:
- the Dean’s Scholars program will be introduced in the first stage for four
degrees in the Faculty:
  o Bachelor of Engineering;
  o Bachelor of Computer Science;
  o Bachelor of Mathematics and Finance;
  o A degree from the merged school of IS/IT;
- it will be introduced as an amendment to the existing degrees with a new
course code; the change will only be in the entry requirements which will
allow us to list them on the UAC guide; and
- it will appear on the Testamur as e.g. Bachelor of Engineering (Dean’s
  Scholars) with major underneath.

6.4 EdStart
A/Professor Fazel Naghdy reported that:
- the University has commenced an education cost support scheme with
  funding of $380,000 called EdStart for low-income undergraduate students
  who pay the Higher Education Contribution Scheme (HECS);
- students will receive assistance to the value of $500 – not in the form of a
cash award but in actual goods and services provided through the
University and UniCentre e.g. books, photocopying;
- any amount not used will be returned to the fund;
- in 2006, 677 awards were given with Arts receiving 143, Informatics only
  38 – the second lowest; and
- this scheme needs to be promoted throughout the Faculty for next year.

7. REPORT FROM THE WORKPLACE ADVISORY COMMITTEE MEETING HELD
   ON 3 AUGUST, 2006
There was no business to report from that meeting.

8. OTHER BUSINESS
The Dean asked members to raise any agenda items for future meetings when the
call goes out as this is a good smaller forum at which to present.

9. NEXT MEETING
It was noted that the next meeting will be held on 16 November, 2006 in the Faculty
Meeting Room (39.150A).

The meeting closed at 2:30 pm.

Signed as a true record

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Professor Joe Chicharo, Chair
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