Minutes of Meeting No 6/2004 held on Thursday, 18 November 2004 commencing at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT:  Prof J Chicharo (Chair), A/Prof C Alcock, Prof S Bouzerdoum, Mr B Brown, Dr P Doulai, A/Prof F Naghdy, Prof P Ogunbona, Dr I Piper, Prof D Steel, Dr G Trott, Mr B Webb, 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
       There were no apologies received.
   1.2 Confirmation of Minutes from previous meeting held 16 September, 2004
       The Minutes from the previous meeting were confirmed as a true and accurate record of that meeting.
   1.3 Business Arising from the Minutes
       There was no business arising from the previous Minutes.

2. Starring of Items for Discussion
   The following items were starred for discussion:
   3  Dean’s Report
   6  Faculty Research Committee Report
   9  Other Business
   9.1 FEC and Faculty Executive Structure

3. Dean’s Report
   The Dean reported that Probations and Promotions conclude tomorrow; the outcome of one Probation application is still to be decided by the committee.
   3.1 Congratulations
       The Dean reported that:
       • Dr Koren Ward has been appointed to the recently advertised Lecturer position in SITACS.
       • an offer has been made to and accepted by the successful applicant for the Associate Lecturer position in SITACS Glenn Bewsell, who will commence early in 2005.
       • Bob Brown’s contract expires early in 2005. The Dean publicly thanked Bob for his contribution to the School and wished him well as he concentrates on his PhD.
3.2 **Staff**

The Dean reported that:

- the reporting structure for Technical Staff is to be revised to reflect the actual day to day operations of the Faculty. Technical staff are to be divided into two groups; one group in SITACS who will service the School and the Faculty office, reporting to the Head of SITACS and another in SECTE who will service that School, SMAS and TITR, reporting to the Head of SECTE. The two groups to interact when needed on projects requiring certain skill mixes. The previous structure has been a valuable exercise for staff who now have a broader knowledge of the Faculty and its operation. The new structure will commence in January 2005.

The proposed restructure was seen by the committee as a positive change.

- a Faculty IT Committee will be formed to address IT issues. It is envisaged that it will be a small but effective and cooperative team.

- tutor pay rates have been simplified into two levels; those with a PhD and those without. The Faculty to use some discretion depending on the circumstances and individual tutor’s ability.

3.3 **Activities**

**Early Entry**

The Dean reported that:

- there were 220 registrations compared to 253 last year; tracking of the registrations predicted this outcome; 190 interviews were conducted compared to 232 last year.

- ninety nine guaranteed offers were made compared to 93 last year; 124 conditional offers were made compared to 134 last year. 121 enrolments resulted from the 2003 offers. The statistical database for Early Entry will be continued in 2005.

**Year 12 Maths Prize**

The Dean reported that the Year 12 Maths Prize Challenge exam was held on Monday with 16 students competing for the Prize.

**Faculty Planning Day**

The Dean reported that the 2005 Faculty Planning Day has been scheduled for Thursday 27 and Friday 28 January and will include an overnight stay at a venue to be advised. The main focus for the Planning Day is to devise a long range plan for the Faculty. Educational issues in the Faculty will be the focus of a production by a team of actors from **Realplay**.

**Innovation Campus**

The Dean reported that the idea of a Graduate School, incorporating all Schools and the free flow of staff, was the result of a brainstorming session focussing on the Innovation Campus. It was agreed that a fluid arrangement between the Faculty and Graduate School will be needed. The Faculty requires 6-star quality facilities and laboratories but these will be very costly for the University.

The logistics of staff movements and the fact that postgraduate students represent the majority of the pool of undergraduate tutors but will be located off the main campus were discussed.

The whole Faculty moving to the Innovation Campus was not an option, neither was dividing the Faculty into two. The Graduate School was considered to be the only option. More debate to take place on the issue.
3.4 Space
The Dean reported that:
• additional funds are to be allocated by the Pro Vice Chancellor (Operations) for a more user friendly intrusion system for building 3.
• it is expected that the building 3 meeting room construction will commence early December 2004.
• Plans for building 39 renovations are being iterated.

3.5 Students
The Dean reported that:
• Options Day is scheduled for January 5, 2005.
• the last day for change of preferences is January 6, 2005.
• Informatics enrolment is scheduled for January 3, 2005.
• 2005 quotas are: 238 UAC, 81 Direct; total 319.
  - UAC preferences to date are 227.
• Informatics Graduation is scheduled for both sessions on Friday December 17; afternoon session to be shared with Law Faculty.

3.6 Internationalisation
The Dean reported that there has been no real progress with off-shore partners; Malaysian partners are causing problems as are INTI Indonesia.

3.7 Other
The Dean reported that:
• the next Visiting Committee meeting is scheduled for Friday 10 December.
• direct mail fold-out postcard to approx 1095 students is occurring this week.
• Early Entry postcards are to be mailed out early December.
• Faculty Plan Progress reports are due.

3.8 Reminders
The Dean reported that:
• ESDF grants close 26 November.
• Undergraduate scholarship interviews are being held next week on Monday through Wednesday. Additional funds have been allocated in the budget for scholarships to attract top-tier students.

4 Report from the Faculty Education Committee – 2 September, 2004

4.1 Subject Proposal – Revision of ECTE426/926 (Attached)
The subjects ECTE426 and ECTE926 – Power Distribution have been updated.
The revision includes changes to:
• Subject Name
• Subject Content
• Learning Outcomes

Resolution Exec 4/34:
To recommend approval of the revisions of ECTE426/926 – Power Distribution, effective from 2005.
4.2 New Subject Proposal – MATH010 (Attached)

This new subject has been developed to assist the Faculty of Engineering with their proposed Enabling Course, which is being fast-tracked through the University’s course approval process. The Enabling Course will replace the bridging course previously held prior to the commencement of Autumn session.

Resolution Exec 4/35:
To recommend approval of the new subject MATH010 – Enabling Mathematics for Engineers, to be offered 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 current progress and advised that Rob Castle is seeking information on informal benchmarking processes that faculties are involved in. Solveig thanked the people who have participated in the audit process and added that the Faculty, particularly the off-shore programs, will be a focus for the Audit.

6. REPORT FROM THE FACULTY RESEARCH COMMITTEE

Professor David Steel reported that:

- the Faculty has experienced outstanding research success during the period 1 January to 30 September 2004:
  - $2.4m in contract research compared to $4.6m University wide (includes Motorola, Integral Energy and Rei’s CRC). This is a 900% increase on 2003 contract research of $278,000.
  - three or four more Motorola stages are still to come.
  - six Discovery Grants and two (out of five) Linkage grants were awarded, totalling close to $2m out of the $10m for the whole university. Three Discovery grants through other institutions have also been awarded. All Informatics grants apart from one were from research strengths.
  - the University ranked ninth in absolute $ terms, exceeding Newcastle, Macquarie and Latrobe.

- applications for the current round of Linkage grants are due to Research Services office on 26 November. There will be approx eight applications from the Faculty. The success rate for these grants is around 50%.

- Professor Sheil has advised that the budget is to carry over to 2005, allowing better planning as faculties know what money is available for next year.

- there have been 23 Domestic and 31 International research scholarship applications; both are down on previous years. Domestic applications that meet the criteria will be fast-tracked, those not meeting the criteria will be considered on February 3, 2005. Professor Steel is keeping an eye on the numbers and asked the committee to encourage further applications. He suggested that the Faculty needed to create more flexible ways of creating scholarships from various pools of money.

Discussion about the following issues also took place:

- developing mechanisms for postgraduate student supervision;
- scholarships;
- research strengths; and
- supervision.
7. **REPORT FROM WORKPLACE ADVISORY COMMITTEE**
   No report.

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

9. **OTHER BUSINESS**
   Mr Bob Brown thanked the members for being given the opportunity to work with the committee and expressed his keenness to contribute to Faculty by other means when his current contract as Associate Lecturer ends early in 2005.

   9.1 **FEC and Faculty Executive Structure**
   The Dean reported that the FEC appears overburdened with work and suggested that some strategic issues, particularly goals for the Faculty could be handled by the Faculty Executive. He added that the Faculty Executive Terms of Reference need to be rewritten to include the Associate Dean (Research), and that there is an overlap between the FEC and the FRC regarding higher degree Research and Honours students. The Dean also suggested that feedback for a paper be sought to drive a more informed discussion on the relationship of the Executive and the FEC, and that the Terms of Reference of both Committees be scrutinised by the Executive Committee early in the New Year, including memberships of both.

   Brian Webb asked that the meeting structure for Faculty Executive be revised to accommodate those who don’t need to sit through the entire meeting, for example General Staff member.

10. **DATE OF NEXT MEETING**
   The meeting schedule for 2005 will be advised when details are released.

   The Dean thanked members for their input and closed the meeting at 2:50pm.

   Signed as a true record

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Prof Joe Chicharo, Chair
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