UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
EXECUTIVE COMMITTEE

Minutes of Meeting No. 6/2005 held on Thursday, 10 November 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, Dr G Trott, A/Prof G Williams and A/Prof S-P Zhu.

IN ATTENDANCE: Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
       Apologies were received from Mr B Webb.
   1.2 Confirmation of Minutes from Previous Meeting held 8 September, 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
   Items 4.8, 4.8.1, 4.8.2, 5 and 6 were starred for discussion.

3. DEAN’S REPORT
   3.1 Staff
       The Dean reported that:
       ▪ subject evaluation results for Autumn have been released and the statistics distributed to Heads of Schools. Full information is available from the Dean;
       ▪ interviews for the Faculty Officer position are being held on Friday 11 November;
       ▪ interviews for the Professor of Power Engineering in SECTE are also being held on Friday 11 November;
       ▪ a Lecturer position in Pure Mathematics has been advertised;
       ▪ three academic contract positions and two vacant IT positions have been advertised in SITACS.
   3.2 Activities
       The Dean reported that:
       ▪ the trade shows held by both SITACS and SECTE received good feedback from the Senior Executive. There is the potential to combine the public relations efforts from the Schools towards this event;
       ▪ the Enrichment Program has been very successful and a model will be re run due to demand. This has been scheduled for 25 November, 2005;
       ▪ the Illawarra High School Maths competition is scheduled for Friday 11
November. It is expected that approximately 70 participants from Years 7-11 will attend;

- the Early Entry program saw a lower number of registrations but the quality of applicants was up resulting in more guaranteed offers made than conditional;
- the School of Mathematics and Applied Statistics is looking to run a Mathematics Finance evening for potential students who have this School as their 1\textsuperscript{st} or 2\textsuperscript{nd} preference.

3.3 Space
The Dean reported that:
- the space audit has been completed;
- the Faculty has low quality space being spread out over many buildings;
- there is a potential case to argue for more space in SECTE.

3.4 Offshore
The Dean reported that:
- the Faculty is positioned for growth in its offshore programs;
- the Faculty of Commerce no longer have any offshore programs on offer;
- our international enrolment numbers are currently holding up to last year’s figures.

3.5 Students
The Dean reported that:
- our current first year preferences are low; an analysis is being undertaken with feedback from the Schools prior to the Enrolment Group setting final quota;
- as at 7 November, 2005 the snapshot quota for next year is 306;
- we are currently 24% down on last year numbers at this point in time.

3.6 Budget
The Dean reported that:
- the budget for this year is on track;
- next year’s budget has been locked down;
- reduced student numbers will impact on the 2007 budget.

3.7 Other
The Dean reported that:
- he will distribute the Long Range Plan to all staff;
- a Faculty Planning day will be held on Friday 2 December at City Beach Function centre. This will involve a smaller group with a cross section of staff from each School in attendance;
- two final marketing mailouts are yet to occur with tri-fold postcards to be sent out next week as well as postcards to Early Entry students with either a conditional or guaranteed offer.
4. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 27 OCTOBER, 2005

4.1 Items Discussed at Meeting

4.1.1. Quality Review Framework
FEC noted that School Education Committees were still considering the guidelines and the review process, and would provide feedback when complete.

4.1.1.1. Course Review
Further discussions with the Schools indicate the need to construct a five-year timeline for the review of all Faculty courses.

4.1.1.2. Subject Review
FEC was advised on the subject review processes of other Faculties noting that the Science Faculty’s process could be adapted to Informatics.
The Chair tabled the Science Faculty’s subject review proforma and members were asked to provide feedback for potential adoption into the Faculty’s process.

4.1.2. Plagiarism
FEC noted the different approaches used by Schools for the detection and handling of plagiarism and discussed a unified Faculty approach.
FEC further noted that Paul Moore from Student Services will conduct information sessions on Turnitin and that the Faculty may wish to consider adopting a student plagiarism education component into the Faculty’s approach to this issue.

Members were asked to provide feedback.

4.1.3. CEDIR/Learning Development Unit

4.1.3.1. WebCT Vista
FEC noted that the migration to WebCT Visa is now complete for Summer Session and will be available to students from November 28. Work is commencing for migration for Autumn session.

4.1.3.2. Video Conferencing
Video conferencing has been transferred from ISDN to IP effecting significant cost savings, eg broadcasting costs to Singapore reduced from $1,000 per hour via ISDN to $3.08 for IP.

4.1.3.3. Access Grid
The SMAS access grid node is expected to be complete by late November.

4.2 Subject Revision – ECTE171
At the last FEC meeting the subject title to ECTE171 was revised, however other revisions have also been made as outlined in the attachment to the agenda:
Rework:
1. Subject Rationale
2. Subject Content
3. Learning Outcomes (objectives)
4. Tertiary Literacies
5. Assessment Method

The revisions represent a move away from a focus on signals and systems concepts to a more general introduction to electrical, computer and telecommunications engineering.

*Resolution Exec 5/31:*
It was resolved to recommend approval of the subject revisions to ECTE171, effective from 2006.

4.3 Review of BIST Degree – Modifications for 2006

SECTE recommends the following for the BIST degree:

a) ECTE195 *Design and Management* be replaced by MGMT110 *Introduction to Management*

b) ECTE171 *Introduction to Electrical Engineering Systems* be replaced by MGMT110 *Introduction to Management*

c) Review of BIST to look at the requirements for INFO202 in light of above changes noting that amendments to the Handbook be made when the results of BIST review are known.

*Resolution Exec 5/32:*
It was resolved to recommend approval of the changes to BIST:

a) ECTE195 *Design and Management* be replaced by MGMT110 *Introduction to Management*

b) ECTE171 *Introduction to Electrical Engineering Systems* be replaced by MGMT110 *Introduction to Management*

and to note that the review of the BIST degree to look at the requirements for INFO202 in light of the above changes.

4.4 Subject Code Revision – ITCS201

The subject code for ITCS201 *Markup Languages* has been revised to ITCS206 to reflect the numbering of the equivalent MCS subject, MCS9206.

*Resolution Exec 5/33:*
It was resolved to recommend approval of the revised subject code for *Markup Languages* from ITCS201 to ITCS206 effective from 2006.

4.5 Additional Subject Code for IACT901

SITACs wishes to create an additional subject code for the subject IACT901 – *IT Strategic Planning*.

IACT901 is about to be offered in Dubai as part of a new Masters degree and the Ministry of Higher Education in Dubai requires all final semester subjects to have a code number higher than any preceding subject.
The new code will be IACT951 and will only be used in Dubai.

**Resolution Exec 5/34:**  
*It was resolved to recommend approval of new subject code IACT951 being allocated to IACT901 for use in Dubai only, effective immediately.*

### 4.6 New Delivery Location – MITM

SITACS proposes to deliver the MITM course in Dubai to satisfy the strong evidence of market demand in that location. Resources already available at the Dubai campus will be utilised to meet the demand. The method of teaching will be face-to-face, supported by WebCT.

It should be noted that IACT901 will take the subject number IACT951 in Dubai (as per above agenda item), to satisfy requirements of the Ministry of Higher Education in Dubai.

The electives offered in the MITM program come from the MIB and MBA programs, which are already offered by the College of Graduate Studies at UOWD.

**Resolution Exec 5/35:**  
*It was resolved to recommend approval of Dubai as the new delivery location for Master of Information Technology Management, to be introduced from September 2006.*

### 4.7 Minor Amendment – Graduate Certificate in Information and Communication Technology

The Graduate Certificate in Information and Communication Technology (Grad Cert ICT) feeds directly into the MICT and the newly introduced MICT (Adv) degrees. Recent changes to the “Entry Requirements” for MICT and MICT (Adv) degrees have made them inconsistent with the Grad Cert (ICT). SITACS proposes to change the Entry Requirements for the Grad Cert ICT to resolve those inconsistencies. A change to the “Credit Towards other Courses” is proposed to reflect the introduction of the new MICT (Adv) degree.

**Resolution Exec 5/36:**  
*It was resolved to:

b) recommend approval of the changes to “Entry Requirements” to align them with the Entry Requirements for MICT and MICT (Adv) degrees;  
b) recommend approval of the changes to “Credit Towards Other Courses” to reflect the introduction of the new MICT (Adv) degree;  
effective from 2006.*
4.8 Bachelor of Computer Science New Major Course Proposal and Minor Course Amendment – Preamble

These two items were discussed and endorsed in a virtual Faculty Education Committee meeting prior to its scheduled meeting date for the purposes of meeting the Senate Standing Committee deadline.

The items were passed by Senate Standing Committee on 19 October and approved by the Vice-Chancellor on 21 October, 2005.

At the subsequent scheduled Faculty Education Committee, objections to the process and the proposals were discussed with the result that the Committee did not support the resolutions.

4.8.1. New Major Proposal – Bachelor of Computer Science

The proposal is for the addition of a new major in Multimedia and Game Development for the Bachelor of Computer Science degree.

No new subjects are required.

The Faculty of Creative Arts has agreed to the inclusion of one of their subjects, DESN290, as core in the major.

*Resolution Exec 5/37:*

*It was resolved to recommend approval of the addition of the new major, Multimedia and Game Development, for the Bachelor of Computer Science degree, as outlined in the attachment to the agenda, to be introduced from 2006.*

4.8.2. Minor Course Amendment – Bachelor of Computer Science

SITACS wishes to revise the sequence of subjects for the proposed Multimedia and Game Development Major, and include the addition of the following two subjects:

- CSCI240 Multimedia Programming Foundations
- CSCI343 Game Design and Programming

*Resolution Exec 5/38:*

*It was resolved to recommend approval of the addition of two subjects:*

a) CSCI240 – Multimedia Programming Foundations

b) CSCI343 – Game Design and Programming

*to the Multimedia and Game Development major of the Bachelor of Computer Science degree, as outlined in the attachment to the agenda, effective from Autumn 2006.*

4.9 New Subject ITCS900

SITACS wishes to introduce a new core subject, ITCS900 – *Fundamentals of Contemporary Technologies*, in the Master of Information and Communication Technology (MICT) – (see item 4.13), and the new MICT (Advanced) degrees (see item 4.12).
The subject aims to improve the success rate of students in all other MICT subjects by developing fundamental skills and knowledge which will underpin much of their concurrent and later study at UOW.

Resolution Exec 5/39:
*It was resolved to recommend approval of the addition of ITCS900 – Fundamentals of Contemporary Technologies as a core subject for Master of Information and Communication Technology (MICT) and MICT (Advanced) degrees, as outlined in the attachment to the agenda, effective from 2006.*

4.10 New Subject ITCS952

The content of this subject is currently taught under the codes, ITCS301 and IACT932. IACT932 is one of several “special topics” subjects which are used to introduce areas of study that may vary from one year to the next. It has been decided to include this subject as part of a major in Health Informatics in the MICT (see item 4.13) and MICT (Advanced) degrees (see item 4.12). As such, it will be offered every year, and so should have a permanent subject code of its own at the postgraduate level.

Resolution Exec 5/40:
*It was resolved to recommend approval of the addition of ITCS952 – Exploiting Collaborative Technologies, in the Health Informatics major, for Master of Information and Communication Technology (MICT) and MICT (Advanced) degrees, as outlined in the attachment to the agenda, effective from 2006.*

4.11 Core Subject Revisions – Bachelor of Computer Science

SITACS wishes to add a new elective subject and to make some core subject revisions in the BCompSc degree.

New elective subject addition:

CSCI231 – Operating Systems. This is a new elective subject that develops a thorough understanding of the principles and concepts that govern the design of modern computer operating systems.

Core subject revisions:

- CSCI124 – Applied Programming (new title). The changes allow the treatment of data structures from an implementation viewpoint and furthering the programming concepts covered in CSCI114.
- CSCI204 – Object Programming and Frameworks (new title). The changes allow the treatment of object-oriented paradigm in program design and implementation.
- CSCI212 – Interacting Systems. The reorganisation allows an introductory treatment of operating systems from the viewpoint of a programmer.

The above revisions necessitate revision of the corresponding equivalent subjects for the Master of Computer Studies:

- MCS9124 – Applied Programming (*New Title*)
- MCS9204 – Object Programming and Frameworks (*New Title*)
- MCS9212 – Interacting Systems

The changes effectively reorganize the content of the various subjects so as to present a more coherent treatment.

**Resolution Exec 5/41:**

It was resolved to recommend approval of:

a) the addition of new elective subject, CSCI231 – Operating Systems, in the Bachelor of Computer Science degree;

b) the revisions to core subjects CSCI124 – Applied Programming, CSCI204 – Object Programming and Frameworks and CSCI212 – Interacting Systems, in the Bachelor of Computer Science degree;

c) the corresponding equivalent subjects MCS9124 – Applied Programming, MCS9204 – Object Programming and Frameworks and MCS9212 – Interacting Systems for the Master of Computer Science degree;

as outlined in the attachments to the agenda, effective from 2006.

**4.12 New Course Proposal – Master of Information and Communication Technology (Advanced)**

SITACS wishes to introduce a new degree – Master of Information and Communication Technology (Advanced). This Advanced degree requires students to complete 72 credit points of study over 18 months or 2 years, giving students a much broader skill base. Students in the Advanced degree may complete either a single major or a double major in the ICT discipline. The proposal requires the introduction of two new subjects: ITCS900 (see item 4.9) and ITCS952 (see item 4.10).

**Resolution Exec 5/42:**

It was resolved to recommend approval of new course, Master of Information and Communication Technology (Advanced), as outlined in the attachment to the agenda, effective from 2006.

**4.13 Major Course Revision – Master of Information and Communication Technology (MICT)**

SITACS proposes to introduce one core subject and a series of major studies, composed of existing subjects, to the Master of Information and Communication Technology (MICT) degree.

The proposal requires the introduction of two new subjects: ITCS900 (see item 4.9) and ITCS952 (see item 4.10).

**Resolution Exec 5/43:**

It was resolved to:

a) recommend approval of the major course amendment to the Master of Information and Communication Technology (MICT) degree, as outlined in the attachment to the agenda, effective from 2006.

b) request that Faculty forward the course amendment to Academic Senate Standing Committee for approval, with a request that the Pro Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.
4.14 New Course Proposal – Master of Computer Science (Advanced)
SITACS wishes to introduce a new Masters degree – Master of Computer Science (Advanced). This Advanced degree requires students to complete 72 credit points of study over 18 months or 2 years, giving students a much broader skill base. Students in the Advanced degree may complete either a single major or a double major in the Computer Science discipline.

No new subjects are required.

Resolution Exec 5/44:
It was resolved to:

b) recommend approval of new course, Master of Computer Science (Advanced), as outlined in the attachment to the agenda, effective from 2006.

b) request that Faculty forward the course proposal to Academic Senate Standing Committee for approval, with a request that the Pro Vice-Chancellor (Academic) waive the requirement for an ECAC report, as this new degree is to be fast-tracked and requires no new subjects.

4.15 Minor Course Revision – Master of Computer Science
SITACS proposes to introduce a series of major studies, composed of existing subjects, to the Master of Computer Science (MCompSc) degree.

No new subjects are required.

Resolution Exec 5/45:
It was resolved to:

a) recommend approval of minor course revision to Master of Computer Science degree, as outlined in the attachment to the agenda, effective from 2006.

b) note that no new subjects are required for this degree.

4.16 Revision of Pre-requisite – MATH253
SMAS wishes to make the following change to the pre-requisite for MATH253 – Linear Algebra:

Current Pre-requisite
MATH188 a mark of at least 65 in MATH142

Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolution Exec 5/46:
It was resolved to recommend approval of the following revised pre-requisite for MATH253 – Linear Algebra, effective from 2006:

“MATH188 or a mark of at least 65 in MATH142 or MATH162”.
4.17 Revision of Pre-requisite – MATH291
SMAS wishes to make the following change to the pre-requisite for MATH291 – Differential Equations:

Current Pre-requisite
MATH101 or MATH188 or a mark of at least 65 in MATH142

Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolution Exec 5/47:
It was resolved to recommend approval of the following revised pre-requisite for MATH291 – Differential Equations, effective from 2006:
“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

4.18 Revision of Pre-requisite – MATH292
SMAS wishes to make the following change to the pre-requisite for MATH292 – Numerical Analysis:

Current Pre-requisite
One of MATH101 or MATH188 or a mark of at least 65 in MATH142

Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolution Exec 5/48:
It was resolved to recommend approval of the following revised pre-requisite for MATH292 – Numerical Analysis, effective from 2006:
“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

4.19 Revision of Pre-requisite and addition of Co-requisite – MATH293
SMAS wishes to make the following changes to MATH293 – Complex Variables:

Add a co-requisite and change pre-requisite:

Current Co-requisite
None

Proposed Co-requisite
MATH201

Current Pre-requisite
One of MATH101 or MATH188 or a mark of at least 65 in MATH142
**Proposed Pre-requisite**

MATH188 or a mark of at least 65 in either MATH142 or MATH162

*Note: MATH142 and MATH162 are equivalent subjects.*

**Resolution Exec 5/49:**

It was resolved to:

a) recommend approval of the addition of the following co-requisite for MATH293 – Complex Variables, effective from 2006:

“MATH201”.

b) recommend approval of the following revised pre-requisite for MATH293 – Complex Variables, effective from 2006:

“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

---

### 4.20 Revision of Pre-requisite – MATH294

SMAS wishes to make the following change to the pre-requisite for MATH294 – *Group Theory*:

**Current Pre-requisite**

One of MATH101 or MATH188 or a mark of at least 65 in MATH142

**Proposed Pre-requisite**

MATH188 or a mark of at least 65 in either MATH142 or MATH162

*Note: MATH142 and MATH162 are equivalent subjects.*

**Resolution Exec 5/50:**

It was resolved to recommend approval of the following revised pre-requisite for MATH294 – Group Theory, effective from 2006:

“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

---

### 4.21 Revision of Pre-requisite – STAT231

SMAS wishes to make the following change to the pre-requisite for STAT231 – *Probability and Random Variables*:

**Current Pre-requisite**

MATH188 or enrolment in course code 762A

**Proposed Pre-requisite**

MATH188 or enrolment in course code 762A or a mark of at least 65 in either MATH142 or MATH162

*Note: MATH142 and MATH162 are equivalent subjects.*

**Resolution Exec 5/51:**

It was resolved to recommend approval of the following revised pre-requisite for STAT231 – Probability and Random Variables, effective from 2006:

“MATH188 or enrolment in course code 762A or a mark of at least 65 in either MATH142 or MATH162”.
4.22 Deletion of Pre-requisite – STAT252
SMAS wishes to delete the following pre-requisite for STAT252 – Statistics for the Natural Sciences:

Current Pre-requisite
24 credit points

Proposed Pre-requisite
None

Resolution Exec 5/52:
It was resolved to recommend approval of the deletion of the current pre-requisite for STAT252 – Statistics for the Natural Sciences, effective from 2006.

4.23 Minor Course Amendment – BMath
SMAS wishes to make the following minor change to the Bachelor of Mathematics degree (BMath):

Current Course Requirement (viii)
300-level subjects from the Mathematics Schedule of subjects

Proposed Course Requirement (viii)
300- or 400-level subjects from the Mathematics Schedule of subjects

Resolution Exec 5/53:
It was resolved to recommend approval of the change to Course Requirement (viii) for Bachelor of Mathematics degree, effective from 2006.

“300- or 400-level subjects”

4.24 Minor Course Amendment – BMathAdv
SMAS wishes to make the following minor change to the Bachelor of Mathematics Advanced degree (BMathAdv):

Current Course Requirement (vii)
300-level subjects from the Mathematics Schedule of subjects

Proposed Course Requirement (vii)
300- or 400-level subjects from the Mathematics Schedule of subjects

Resolution Exec 5/54:
It was resolved to recommend approval of the change to Course Requirement (vii) for Bachelor of Mathematics Advanced degree, effective from 2006.

“300- or 400-level subjects”.

4.25 Minor Course Amendment – BMathEcon
SMAS wishes to add the following subject to the list of Electives for the Bachelor of Mathematics Economics degree:
INFO413 – Information Theory.
5. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**

Professor David Steel reported that:

- the latest round of ARC grants results have been released; congratulations to the following successful faculty members:
  
  **Discovery Grants**
  - Prof R Safavi-Naini, Mr Dongvu Tonien, A/Prof P Nickolas;
  - A/Prof K Russell *et al*;
  - A/Prof W Susilo, Dr K T Win;
  - Prof J Seberry (through Macquarie University);

  **Linkage Grants**
  - A/Prof W Susilo, Dr Y Mu;
  - Dr T Coltman *et al* including APD;

  **Lief Grant**
  - A/Prof T Marchant;

- the second round of linkage grants is closing – a major effort is needed in this area. It is difficult to find partners and success seems to be linked to large projects involving several partners;

- 5-9 December has been allocated as research week;

- an Early Career Researchers meeting was held by the Dean in conjunction with the Associate Dean Research;

- rankings for HDR scholarship applications have been done – need to develop strategies to recruit good quality research students;

- no feedback has been received regarding the Research Quality Framework – difficult to weight quality and impact;

- he recently met with the Deputy Vice-Chancellor (Research) and the Dean – two further meetings have been scheduled to discuss TITR and Faculty Research.

6. **REPORT FROM WORKPLACE ADVISORY COMMITTEE – 3 NOVEMBER, 2005**

Ms Solveig Dewhurst reported that:

- this line item needs to be starred if a verbal report is to be presented;

- relocation of security phone has taken place;

- the space audit from an OH&S perspective is being carried out by representatives from the Schools;

- correspondence relating to the risk assessment process of other Universities regarding flu absenteeism was forwarded to OH&S from ARD and is no longer progressing;

- the Cognos data regarding the OH&S KPI’s in the Faculty plan is still not accurate – benchmarking can get underway when this is resolved;

- this was the last meeting held for the year.
7. **FINANCIAL REPORT**
   Reported under item 3.

8. **OTHER BUSINESS**
   There was no other business.

9. **NEXT MEETING**
   The meeting schedule for 2006 will be circulated once dates have been released.

   The Dean reported that this is the last meeting for the year and thanked everyone for their input.

   The meeting closed at 2.50 pm.

   Signed as a true record
   
   ____________________________________________
   Professor Joe Chicharo, Chair
   /     /