UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

EXECUTIVE COMMITTEE

Minutes of Meeting No. 6/2006 of the Faculty of Informatics Executive Committee held on
Thursday 23 November commencing at 1:30 pm in the Informatics Meeting Room, Building 39,
Room 150A.

PRESENT: Prof J Chicharo, Prof S Bouzerdoum, Dr A Chatfield, Ms S Dewhurst,
Mr P Doulai, A/Prof P Hyland, Dr C Ritz, Prof D Steel, Mr B Webb, and
A/Prof G Williams

IN ATTENDANCE: Prof P Ogunbona, Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
       An apology was received from A/Prof F Naghdy and A/Prof S Zhu.
   1.2. Confirmation of Minutes from Previous Meeting held 21 September, 2006
       The minutes of 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, 5 and 9 were starred.

3. DEAN’S REPORT
   3.1 Congratulations
       The Dean reported that Glenn Bewsell and Khin Than Win were successful in the
       recent Probations round, with Win also successful in her promotion to Senior
       Lecturer;
       The Dean also congratulated Prof David Steel on his success with the new
       research strength, Centre for Statistical and Survey Methodology and thanked Prof
       Steel for his contribution to the Associate Dean (Research) position which he will
       be vacating.

   3.2 Staff
       The Dean reported that:
       the IS/IT amalgamation is progressing with change managers now in place and
       early redesign of the building 39 space underway;
       the new International Officer, Mr Rajiv Chadda, has commenced employment,
       replacing Bill Damachis but with a narrower focus;
       Amanda Warren was successful in her application to the Transnational Programs
       Unit;
       as a result of the above two events, the Faculty’s International Unit will be
       restructured;
Kim Oborn from the Student Enquiry Centre was successful in her application to the Faculty of Education and Julia Johnson’s direct appointment has been extended until early March 2007.

### 3.3 Activities

The Dean reported that:
- the final Saturday Maths School is being held this weekend with the Maths Competition scheduled for Friday 1 December; a significant amount of work has gone into this program and he thanked all staff for their support of this valuable program;
- the event organised by JCI (Junior Chamber Illawarra) on 19 October entitled *Students Meet Professionals* clashed with the SITACS’ Trade Show which resulted in less than expected attendances at this inaugural event. Discussions have been held with the organisers with a view to holding this event earlier in the year in 2007;
- the upcoming full-Faculty Planning Conference being held in Bowral has been organised and the agenda distributed.

### 3.4 Other Campuses

The Dean reported that:
- Student numbers from China are dropping;
- the Faculty has lost loyalties with some agents and discussions are underway at the executive level to address the challenges.

### 3.5 Students

The Dean reported that:
- Early Entry closed with total registrations 3% down on last year (despite being 26% down the week prior to close);
- UAC first preferences were 18% up same time last year (as at late October);
- The timeline for our end-of-year ring-around process, having been shortened by five days, is as follows:
  - Access to UAC database – Monday 18 December
  - Soft data received Tuesday 19 December to commence printing, marking up and sorting process
  - UAIs e-released Wednesday 20 December at 9:00am for a potential ring-around commencement providing reports processed by then.

### 3.6 Budget

The Dean reported that the budget is on track.

### 3.7 Other

The Dean reported that:
- the new Chair of the Faculty Advisory Committee is Mr Bob Coombs;
- the retiring Chair, Mr John Mann, has been nominated for a University Fellowship in recognition of his long and valuable service to the Faculty over many years;
- Research Information System workshops are now complete and the Faculty will cut over to the new system early next month;
- the BIST Review:
  - working party has been established and commenced operation;
  - the review committee membership has been signed off;
  - the review committee is scheduled to meet in early December;
- The Business Continuity Project ‘disaster walkthrough’ has been cancelled due to the resignation of the Project Manager;
- the Content Management System project has moved the Faculty up the implementation schedule to Phase 3 with a deployment date of April. A significant amount of work is required to be undertaken in preparation for this implementation;
- the Faculty has lost some rooms to the Space Utilisation Project despite having been recognised as having 40% more space than the national benchmark. The Faculty will need to consider room usage, particularly for multi-purpose student labs;
- the Faculty is considering establishing a working party to workshop an elementary compulsory Maths subject for CSCI subject.

4. REPORT FROM THE FACULTY EDUCATION COMMITTEE HELD 25 OCTOBER, 2006  
4.1. Items Discussed at Meeting  
4.1.1. QUALITY101 Working Party  
Due to the departure of a number of key staff, the fundamental nature of the QUALITY101 Working Party has changed. Dr Anne Porter is currently the common nexus calling on members from the Schools at various times when needed. The Faculty will need to decide on the future of the working party, given the recent changes. Dr Porter has proposed that the Faculty and subject by subject approach used by the working party be changed to a School and program approach.

Dr Porter also advised that there is an opportunity for extra funding from the Deputy Vice-Chancellor (Academic) for the development of additional resources for a University-wide mathematics skills program.

4.1.2. Deletion of Subjects – CSCI408/CSCI908  
SITACS wishes to delete the following subjects:
- CSCI408 – Distributed Java  
- CSCI908 – Distributed Java

The subjects were introduced five years ago and have never been taught.

Resolution Exec 6/20  
It was resolved to recommend approval of the deletion of the following subjects, effective from 2007:  
“CSCI408 Distributed Java and CSCI908 Distributed Java”.

4.1.3. Broadbridge Prize  
SMAS wishes to implement the Broadbridge Prize, as attached to the agenda.

Resolution Exec 6/21  
It was resolved to recommend approval of the Broadbridge Prize, as attached to the agenda.
5. REPORT FROM THE FACULTY RESEARCH COMMITTEE
Professor David Steel reported that:
- the Research Quality Framework (RQF) deliberations is recommencing next year and that, under its requirements, each Research Group will require a portfolio; and
- The following Faculty research strengths have been rolled over:
  ➢ TITR
  ➢ Engineering Manufacturing
  ➢ The Statistical group.

6. REPORT FROM THE ASSOCIATE DEAN (ACADEMIC)
There was no report.

7. REPORT FROM THE WORKPLACE ADVISORY COMMITTEE MEETING HELD ON 28 SEPTEMBER, 2006
The WAC Chair has reported that:
- WAC terms of reference have been revised and will be forwarded to the central OH&S Committee for approval within the next month.
- COGNOS is expected to be up and running in most Faculties by January 2007.

8. FACULTY STRATEGIC PLAN
8.1. Final Progress Report
The final Progress Report of the 2006–06 Strategic Plan was noted.

8.2. Planning Conference
The bi-ennial full Faculty Planning Conference to develop the next Faculty Strategic Plan to be held at Berida Manor in Bowral on Thursday 30 November and Friday 1 December was noted.

9. OTHER BUSINESS
9.1.1 New School
The Head of the new School, A/Prof Peter Hyland addressed the Committee noting that:
- individual meetings had been held with the new members moving from the Commerce Faculty;
- combined meetings had been held with all members with work commencing on courses and subjects;
- discussions were underway regarding the name of the new School with positive suggestions being put forward.

10. NEXT MEETING
It was noted that this was the last meeting for 2006 and that the meeting schedule for 2007 will be circulated in due course.

S Dewhurst
Executive Officer
9 February, 2007