UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  
EXECUTIVE COMMITTEE  

Minutes of Meeting No. 1/2003 held on Thursday, 20 February 2003 commencing at 1:30pm in Room 303 of the Administration Building.

PRESENT: Prof J Cooper (Chair), A/Prof Carole Alcock, Prof P Croll, Dr Steve Gower, Mr R Brown, Dr A Porter, Prof M Bunder, Prof D Steel, Dr D Stirling and Dr G Trott.

IN ATTENDANCE: Ms S Dewhurst and Ms G Konstanta

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Prof Joe Chicharo and Prof Jim Hill (represented by Dr Steve Gower, Deputy Chair FRC)

1.2. Confirmation of Minutes from previous meeting held 10 October, 2002
The minutes of the previous meeting, held 10 October 2002, were confirmed.

1.3. Business Arising from the Minutes

2. STARRING OF ITEMS FOR DISCUSSION
The following items were starred for discussion:
3. Dean’s Report  
6. Faculty Research Committee Report  
10. Other Business

3. DEAN’S REPORT

3.1 Welcome
The Dean welcomed Dr Anne Porter as relieving Chair of Faculty Education Committee.

3.2 Congratulations
The Dean congratulated Farzad Safaei and his team in TITR on their successful bid for a CRC in Desert Knowledge.

3.3 University Planning Retreat
The Dean reported that four main themes were addressed at the University Planning Retreat:
- Faculty Planning and Resource Report process;
- Research and its associated income (the Faculty of Informatics was congratulated on its successful achievements);
- Internationalisation;
- AUQA (Australian Universities Quality Assurance).

3.4 Review of Assessment of Practices and Processes Report
The Dean reported that the Faculty Education Committee reviewed the recommendations from the Assessment of Practices and Processes Report. The
Dean noted that some of the recommendations will impact upon the Faculty. Faculty Education Committee members have been asked to familiarise themselves with the report.

3.5 **OCTAL Awards**

The Dean reported that the OCTAL Awards applications close 14 April and Heads have been asked to consider nominations.

3.6 **New Staff**

The Dean welcomed:

- Mr Bill Damachis from Curtin University as the new Faculty International Manager replacing Stephen Lowe.
- Mr Christian Ritz and Dr Jiangtao Xi who commenced, as a Lecturer and Senior Lecturer respectively, in SECTE 6 January

The Dean noted that a round of interviews for Lecturer and Senior Lecturer positions in SITACS had just been held and that a vacancy remains.

3.7 **Staff**

3.7.1 **Workloads**

The Dean reported that:

- Workloads interviews are underway;
- Comments and suggestions are to be forwarded to Workloads Committee for six monthly review in July 2003.

3.7.2 **Casual Academic Induction Enlistment Procedure**

The Dean reported that all new casual academics need to undergo an induction program as a condition of their employment and that the information is available on the Faculty web page at: [http://www.uow.edu.au/informatics/docs/cas_academics_induction_enlistment_procedure.pdf](http://www.uow.edu.au/informatics/docs/cas_academics_induction_enlistment_procedure.pdf)

3.7.3 **Promotions and Probations**

The Dean noted:

- that the next round of Promotions and Probations is scheduled for May 16;
- that a Promotions and Probations workshop is being held Friday 21 February with approximately 60 staff members wishing to attend;
- that a new form has been created for the next round of Promotions and Probations for Research Only staff as the current Career Development form, developed for academic staff, is not applicable to research only staff.

3.8 **Space**

The Dean reported that:

- building 39 was handed over today;
- the building will be open between 8:00am – 5:00pm initially and that access to building 39 will be via a swipe card after hours;
- office space will not be allocated until after the Faculty review is complete;
- the Faculty Meeting room will not be available for booking until cleaning is completed;
• building 39 will house dedicated separate postgraduate coursework and Honours student computer labs and projects rooms.

3.9 Other Campuses
The Dean reported on the:
• preparation for teaching CSCI111 at Caringbah High School as part of the Loftus Campus;
• funding, teaching and administration preparations for flexible delivery at Loftus, Moss Vale, Bega, Nowra and Batemans Bay noting that the current enrolment numbers for these campuses total 19.

3.10 Students
3.10.1 Scholarships
(Note that this item appears at 4.5 below but is reported here)
The Dean reported that:
• the Faculty offered 18 undergraduate scholarships in 2003.
• The development of a marketing brochure advertising/promoting scholarships and work experience opportunities for students was discussed.

3.10.2 Orientation and Enrolment
The Dean noted the:
• International Compulsory Registration on Monday 24 February;
• International and late domestic enrolment on Wednesday 26th February 2003; and
• Orientation on Friday 28 February.

3.10.3 Postgraduate Research Student Induction Day
The Dean noted the Postgraduate Research Student Induction day is on 18 March with a Faculty based orientation at commencing at 12:00pm in building 3 foyer and a cocktail function, hosted by the WUPA and the PV-R, being held in the Uni Hall foyer commencing at 5:30pm.

3.10.4 International Week/Internationalisation
The Dean noted that:
• International Week is scheduled for 4 – 8 August;
• the University is to encourage Australian students to take part in the Study Abroad / Exchange programme. The University has links with overseas institutions and will encourage participation by offering travel scholarships and supplying advance standing and equivalent subject lists. It has been advised that the optimum time to go is during the second year of study for a period of six months.

3.10.5 PASS Program
The Dean reported that:
• the PASS program would again run in Autumn Session 2003 for CSCI111 and MATH141 (and CSCI121 in Spring Session) as data shows that students, who may otherwise find the above subjects challenging, perform better after having attended the PASS program;
• PASS tutors are recruited according to the Terms of Reference and trained to assist with study techniques and not with tutorial questions per se;
• an ESDF research grant has been awarded to investigate the value of the PASS program.

3.10.6 Progress and Retention of Students Report (tabled)
The Dean spoke to the tabled Progress and Retention of Students Report, generated by Associate Professor Greg Hampton, Student Services, contained data on students progressing from first to second year, however the data regarding students progressing from third and fourth year was distorted as the breakdown of our three-year and four-year degrees has not been separated.

The Dean has queried the possibility of data separation with the report’s author.

3.11 OH&S Issues at the beginning of semester (tabled memo)
The Dean spoke to the tabled memo reminding the committee to ensure that staff are aware of their responsibilities to fulfil OH & S requirements especially regarding overcrowding (that may result from timetabling issues) and emergency evacuation procedures.

3.12 Budget
The Dean reported that, based on the current figures, a small deficit is projected for year-end.

The Dean further reported that the August budget distributed to the Schools has been amended and the new budget will be distributed within the next week to enable Schools’ forward planning.

3.13 Student Numbers
The Dean reported that:
• International student numbers are down, especially from China;
• re-enrolling students numbers are up;
• the biggest fall in student numbers is in the Master of Computer Studies with approximately 20 students enrolled currently compared with 70-90 students previously;
• strategies are being developed, (together with the International Manager) to address enrolment numbers for Spring 2003 in Master of Computer Studies;
• there has been a tightening of regulations for international students applying for a visa for a Master Degree, irrespective of University entry requirements, immigration regulations now require students (from certain areas) to have a Bachelor Degree prior to applying for a visa for Masters;
• the percentage of take-up rate for offers is currently 61%;

The Dean thanked all staff for the smooth running and hard work involved in the offer letters and phone call process.

3.14 Library
3.14.1 New Faculty Librarian
The Dean noted the new faculty Librarian, Ms Annette Meldrum.

3.14.2 Library Resources
Following discussions with Ms Felicity McGregor, University Librarian, the Dean noted that:
• results from student surveys show that Library resources regarding IT, Telecommunications, Health Informatics etc are not current and are outdated;
current suggested reading lists are often recommended on subject outlines but this information does may not flow to the Library and these items are not purchased.

- student requests for print serials is down but up for electronic journals;
- ‘Print Only’ journals are expensive and the library will forward a list of those subscribed to on behalf of the Faculty as e-journal equivalents maybe available;
- a hard-copy list of e-journal availability will be circulated to the Heads for perusal;
- interlibrary loan requests are staffing resource intensive and represents a high expense to the Faculty;
- Ms Annette Meldrum will speak at a future Faculty meeting to assist in addressing some of these issues.

3.15 Other

3.15.1 Linkage Grants

The Dean spoke to the reduction of funding from linkage grants, noting the possible relationship with the comparatively high number of grants applied for during the second round where only 1/3 funding is available.

4. Report from the Faculty Education Committee (28 November 2002)

4.1 Master of Digital Multimedia

An ECAC has reviewed the proposed Multimedia degree, and recommended the title ‘Master of Digital Multimedia’ in response to continuing concerns about the title.

The Vice-Chancellor approved the degree, and new title, for introduction this year.

4.2 Minor Change to BIST degree

The minor change to the BIST degree, as per agenda item 4.1 FacEx meeting 5/2002, was approved by the Vice-Chancellor on 29 October 2002.

4.3 Prizes

Academic Senate Standing Committee requested that both the Optiver Prize (item 4.7, FacEx 5/2002) and the Gary J Anido Telecommunications Prize (item 4.3, FacEx 5/2002) include a definition of ‘sufficient merit’ (ie Distinction grade, a certain mark etc).

The Optiver prize was changed to include the wording “The prize shall not be awarded if the candidate with the best academic performance has not achieved a distinction grade or higher”. SECTE objected to the change to their prize.

Consequently, Academic Senate approved the Optiver Prize on 13 November 2002, and approved the Gary J Anido Telecommunications Prize at the same meeting, subject to the inclusion of a definition of sufficient merit.

4.4 University Student Awards Committee

The restructured University Student Awards Committee (formerly the University Medals Committee) will commence a review in 2003 of all student prizes currently on offer. The Student Awards Committee is responsible for the quality assurance of the student award process and its brief includes monitoring
and review of criteria for University Medals, Student Prizes, the With Distinction Award and Dean's Merit lists.

4.5 **UG Scholarships**
Eighteen undergraduate scholarships have been awarded as per the list included in the agenda papers.

4.6 **FEC Restructure**
The Faculty Education Committee noted the PV-C advice that he intends to restructure faculty education committees so that they are more focused on quality assurance. This item is currently on the FEC agenda.

4.7 **SECTE: Changes to ECTE993**
**Resolution Exec.03/01:**
It was resolved to recommend the approval of the changes to the title, content and subject objectives for ECTE993, as detailed in the attachment to the agenda, effective from 2003.

4.8 **SECTE: Change to Telecommunications Engineering Major/ ECTE381**
**Resolution Exec.03/02:**
It was resolved to recommend the approval of the following changes, effective from 2004:

1. Replace the Year 3 (or equivalent) Telecommunications/Informatics Option in the Telecommunications Major with the subject ECTE381 – Internet Engineering 1, noting the change affects the course structure of BE (Tele), BE (Tele) – BA, BE (Tele) – BCom, BE (Tele) – BMath and BE (Tele) – BSc.

2. Replace the current prerequisite for ECTE381 – Internet Engineering 1 with the phrase “Year 1 subjects or equivalent”.

4.9 **SMAS: New Subject: MATH325 – Wavelets**
It was intended that this subject be made available in 2003, however, it has been submitted after the cut-off for the University Calendar and Subject Database for 2003. Consequently, it will be offered in 2003, as it has in the past, as the Special Topics subject MATH372, and introduced as MATH325 from 2004.

**Resolution Exec.03/03:**
It was resolved to recommend the approval of the new subject MATH325 – Wavelets to be introduced in 2004.

5. **Report from the Faculty Education Committee (6 February 2003)**
This meeting was cancelled due to lack of agenda items.

6. **Report from the Faculty Research Committee**
Dr Steve Gower verbally reported:
- that nine postgraduate scholarships have been offered with seven being accepted: two for SECTE, four for SITACS and one for SMAS (a Masters Research Degree).
- on the suggestion of a faculty based research office.
- on the suggestions for the faculty research web page including links for hard-to-find research information and staff photos.
It was noted that the new faculty web page needs to be launched by June 2003, with the Schools and research institutes web pages scheduled for December 2003 and with all to comply with the style guide.

7. **EEO MONTHLY REPORTS**
   No report provided. The Faculty Executive Officer’s suggestion for the future that a summary of the agenda and minutes from the EEO meetings be presented was agreed to.

8. **FINANCIAL REPORT**
   Reported at item 3.12 – Dean’s Report.

9. **REPORT ON STUDENT ENROLMENT NUMBERS**
   Reported at item 3.13 – Dean’s Report.

10. **OTHER BUSINESS**
    The SITACS Level A&B Lecturer Representative noted:
    
    10.1 **Professor Seberry's WAC committee email**
        The WAC committee to send Professor Seberry a copy of the minutes from the WAC committee meeting.
    
    10.2 **SITACS Course Co-ordinators Consultation within Student Enquiry Centre.**
        That the SITACS Course Co-ordinators could consult with students within the Student Enquiry Centre.
    
    10.3 **Continuation of Summer Session SITACS Subjects**
        Concern expressed by some SITACS staff regarding the continuing delivery of Summer Session subjects.
    
    10.4 **Workloads**
        The existence of a clear line of communication back to the Workloads Committee via the various Schools’ Workloads Committee representatives.
    
There being no further business, the Dean thanked members for their input and closed the meeting at 3:00pm.

Signed as a true record

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Professor Joan Cooper, Chair