Minutes of Meeting No. 2/2003 held on Thursday, 10 April 2003 commencing at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Cooper (Chair), A/Prof C Alcock, Mr B Brown, Prof M Bunder, Prof J Chicharo, Dr Steve Gower, Prof J Hill, Mr L Ohlbach, Dr A Porter, Prof D Steel, Dr D Stirling, Dr G Trott and Mr B Webb.

IN ATTENDANCE: Ms S Dewhurst

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
       It was noted that A/Prof F Naghdy and Dr P Doulai were on leave.
   1.2 Confirmation of Minutes from previous meeting held 20 February, 2003
       The minutes of the previous meeting, held 20 February 2003, 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
      4.1. Graduate Diploma in Internet Technology and Master of Computer Studies
      4.4. Grievance Policy
      5. Report from the Faculty Research Committee (13 March, 2003)

3. DEAN’S REPORT
   3.1 University Education Committee
      3.1.1 Draft Code of Practice – Honours
       The Dean reported that:
       - the Draft Code of Practice – Honours will make its way through to Faculty soon;
       - it includes rules for 24 credit point subjects and rules for non-24 credit point subjects;
       - the guidelines will be much stricter, and
       - subject proposals will require UEC approval.

       The Dean further reported that:
       - current grievance procedures were being considered by UEC;
       - Informatics have just implemented an interim policy, and
       - a possible new set of grievance procedures may flow from Senate.
3.1.2 OCTAL Awards
The Dean reported that, thus far, only two applications have been received from Informatics and that the closing date was 14 April.

3.2 Faculty Planning and Resource Report
The Dean reported that:
• the Faculty Office was provided with certain templates from the University’s Planning Unit which were required to be completed;
• the first draft report was to be forwarded to the University’s Planning Unit by 2 May;
• the Faculty Education Committee and the Faculty Research Committee would have input into the report;
• the Heads had been given templates to complete the strategies and objectives sections for their respective Schools, and
• when the draft had been completed a Faculty Planning Day would be convened to discuss the report.

3.3 Workloads
The Dean reported that:
• the Faculty is required to complete a workloads form for every staff member, which includes Research Only staff;
• the workloads model is now complete.

3.4 Activities
3.4.1 Prize Night
The Dean reported that the Faculty Prize Night will be held 1 May and that Heads will be attending.

3.4.2 DML Luncheon
The Dean reported that a Dean’s Merit List luncheon will be held on 8 May to recognise the DML and First-class Honours recipients for 2002, and also to recognise the outgoing Faculty Committees’ Student Representatives.

3.4.3 P/G Research Student Dinner
The Dean reported that a postgraduate Research Student dinner, designed for these students to meet the Faculty Research Committee Chair and Deputy Chair, will be convened towards the end of May.

3.5 Space
The Dean reported that:
• there is no space left on campus;
• the Heads are currently re-evaluating the allocation of building 39 lab space to Postgraduate Coursework student use;
• the Dean is formulating a proposal to the PV-C (Academic), Prof Rob Castle, to hand back one of the common teaching rooms in building 3.

3.6 Other Campuses
The Dean reported that INFO101 was launched at Caringbah High School.
3.7 Students

3.7.1 UAI Bonus Points
The Dean reported that:
- a University committee had been convened to evaluate the allocated three UAI bonus point for prospective local students;
- one of the options was to provide additional points for disadvantaged schools, and
- the Committee was also looking at broadening the applicable catchment area.

3.7.2 DIMIA Change
The Dean reported that:
- DIMIA were considering a policy change to the rules for applying for permanent residency;
- 100 students were graduating in July who were expecting the current rules to apply;
- a petition from affected students had been presented to the Dean;
- this mooted policy change would adversely impact on the Faculty’s long-term international market share.

3.8 Budget
The Dean reported that the budget is on track.

3.9 Other
The Dean reported that:
- the web page migration to the new University format is well underway.
- the Faculty nominated Greg Doherty for a University Fellowship.


4.1. Graduate Diploma in Internet Technology and Master of Computer Studies
(attached)
That the Faculty Education Committee reviewed the proposed Graduate Diploma in Internet Technology and changes to the Master of Computer Studies degree, and that the proposals were forwarded to the Secretariat for fast-track approval were noted.

In response to a query, the Dean reported the necessity of fast-tracking this proposal arose from the DIMIA changes to the 1 + 1 arrangements for Chinese students studying in Australia for Masters Degrees, and these changes created a need for an articulation program into Masters Degrees for affected students.

4.2. BCompSc: Addition of Rule (attached)
Resolution Exec.03/04:
It was resolved to recommend the addition of the following rule to the Bachelor of Computer Science course requirements, from 2004:

8. BUSS110 will not count towards the 144 credit points required for the award of this degree.
4.3. **Ross Nealon and Richard Miller Prizes** *(attached)*

The current prize conditions were attached to the agenda for information.

**Resolution Exec.03/05:**

It was resolved to recommend that the value of the Ross Nealon and Richard Miller prizes be changed to $1,000 for each prize.

4.4. **Grievance Resolution Procedures for Students** *(attached)*

**Resolution Exec.03/06:**

It was resolved to recommend that the grievance procedures for students, as attached to the agenda, are placed on the Faculty website, subject to endorsement by the EEO Unit and the Dean of Students.

It was noted that the Faculty Education Committee would be proactive in developing this procedure for the Faculty.

5. **Report from the Faculty Research Committee – 13 March, 2003**

The draft business case for Administrative Support to the Faculty Research Committee, as attached to the agenda, was received.

The Faculty Research Committee Chair reported that:

- a budget section was needed;
- relationships with the Research Institutes and the Office of Research required clarification;
- the price of FRC membership means that both input and output from members is required;
- the draft business case will be sent to PG Research Committees/Coordinators, Institute Directors, and the Centre for Automation for comment by end May.


6.1 **WAC Report**

The Chair of the WAC, Mr Les Ohlbach, reported that:

- the OH&S requirements are becoming more demanding;
- the Committee was still awaiting advice on OH&S noticeboards;
- First Aid Officers now have symbols on office doors;
- First Aid Officers are being retrained;
- an audit inspection of all electrical equipment must now be carried out every two years, and that checking within the Faculty is currently underway;
- new and existing staff are to complete an OH&S Safety Induction Checklist; that the Checklist is a generic form and not all items are applicable to all areas.
- there are new OH&S hazard and incident report forms which are available on the web at: [http://www.uow.edu.au/admin/personnel/ohs/formsmain.htm](http://www.uow.edu.au/admin/personnel/ohs/formsmain.htm)

6.2 **OH&S Safety Induction Checklist** *(attached)*

Prof D Steel commented on the draft Checklist noting the recent advice received from the University concerning the procedure for inspecting electrical cords and plugs, and suggesting that this procedure should appear in the Checklist.
Resolution Exec.03/07:
   It was resolved to recommend the adoption of the OH&S Safety Induction Checklist, as attached to the agenda but with the added inclusion of the electrical cords and plugs inspection procedure, for all new staff and, further, that existing staff complete the form with all completed forms to be filed on personnel files.

7. **EEO SUMMARY REPORT** *(attached)*
   The summary report of EEO meeting 7 February, 2003, as attached to the agenda, was noted.

8. **FINANCIAL REPORT**
   Reported at item 3.8 – Dean’s Report.

9. **REPORT ON STUDENT ENROLMENT NUMBERS**
   No report on student enrolment numbers was received.

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

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

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