Minutes of Meeting No. 3/2003 held on Thursday, 26 June 2003 commencing at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Chicharo, Prof P Croll (arrived 2:00pm), Prof J Hill, Mr L Ohlbach, Dr A Porter, Prof D Steel, Dr D Stirling, Dr G Trott, Mr B Webb and A/Prof M Zhang.

IN ATTENDANCE: Ms S Dewhurst

Note: In the absence of the Dean, the meeting was chaired by the Acting Dean, Professor David Steel.

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies from Prof Joan Cooper, A/Prof Carole Alcock and Mr Bob Brown were noted.
It was further noted that Prof Martin Bunder is now retired and will need to be replaced as the SMAS representative on this committee.

1.2 Confirmation of Minutes from previous meeting held 10 April, 2003
The minutes of the previous meeting, held 10 April 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. Revised Course Proposal: Bachelor of Computer Science
5. Report from the Faculty Research Committee (1 May, 2003)
6. Report from Workplace Advisory Committee (15 May 2003)

3. DEAN’S REPORT

3.1 University Growth Summit
The Acting Dean reported that:
- the 2004 budget is set;
- Faculty domestic enrolments are set at 370 which is consistent with the numbers submitted in the Resource and Planning Report;
- the system is overenrolled by 32,000 nationally which translates to an over-enrolment at UoW of about 1,000;
- the overall message is “steady as she goes”.
3.2 **Faculty Planning and Resource Report**

The Acting Dean reported that:
- the Faculty Planning and Resource Report has been submitted and subsequently discussed with the P-VC (Academic), Prof Rob Castle;
- Heads have received copies and provided comment;
- the report will be available shortly on the Faculty webpage;

3.3 **Staff**

3.3.1 **Workloads**

The Acting Dean reported that:
- the summaries workloads are now on the Faculty webpage;
- a stem and leaf distribution list was tabled.

3.3.2 **Academic Senate Reps**

The Acting Dean reported that eight (8) nominations were received and that, therefore, an election will be held on Friday 27 June.

3.4 **John Hughes’ Report**

The Acting Dean reported that current events demonstrate that Faculty needs to be more explicitly involved in research management, therefore was considering an Associate Dean (Research) position.

The Acting Dean further reported that a Project Officer (Research) position to support the above was also being considered.

3.5 **Faculty Research Groups**

The Acting Dean reported that:
- the University is reviewing the current research structure, including research groupings;
- the proposed new structure will focus on research strengths of about 10–12 groupings;
- the research budget will be focussed on those groups;
- TITR will continue with some realignment;
- it is expected that IMMaCS will continue but in a reduced form with current SITACs staff relocated and that Industrial Automation will also continue in its current form; and
- SITACs is discussing its grouping and will present a proposal to the P-VC (Research), Prof M Sheil.

3.6 **Activities**

The Acting Dean reported that the Dean and Heads attended the IAwards in May at which the EDGE publication was launched with positive feedback being received, especially from the Vice Chancellor.

3.7 **Reminders**

The Acting Dean reported that:
- Early Entry registration opens 1 July; and
- the Faculty is currently performing a statistical analysis on the 2001 program (2002 intake);

3.8 **Space**

- The Acting Dean reported that the Faculty is still negotiating for an appropriate location for SECTE’s newly-acquired Photonics equipment.
3.9 Students
The Acting Dean spoke to the projected student numbers as appearing in the Faculty Planning and Resource Report.

3.10 Other
The Acting Dean reported that:
- the new Faculty web page has been released for comment;
- the Faculty is compiling an article for the American Chamber of Commerce publication and that Dr Steve Gower has distributed an email requesting feedback on any American researchers or postgrad students relationships to be highlighted in this article;
- the Faculty Visiting Committee is meeting 1 August and that Heads have been invited;
- the Faculty is working with UniAdvice to host a cocktail party at the Sydney Business School to promote the Faculty’s postgraduate offerings at that Faculty which is scheduled to take place in September;
- the University is developing a proforma Dean’s Scholar course for the Faculty to populate with desired material

Further, the Acting Dean responded to a question from the floor regarding international earnings reported to be funding the latest pay increases, that the money to fund these pay increases will flow from expected changes to government funding, eg HECS increases.

4. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 12 JUNE, 2003

4.1. Amendment to ECTE956 – Internet Project
Resolution Exec.03/08:
It was resolved to recommend the approval of the revised title, content and outcomes for ECTE956 – Internet Project, as listed in the attachment to the agenda.

4.2. Amendment to Pre- and Co-Requisites
Resolution Exec.03/09:
It was resolved to recommend the approval of the amended pre-requisites and co-requisites, as listed in the attachment to the agenda, for ECTE202, ECTE301, ECTE323, ECTE344, ECTE350, ECTE371, ECTE363, ECTE364, ECTE392, ECTE423, ECTE424 and INFO202.

4.3. New Course Proposal: Master of Financial Mathematics
Resolution Exec.03/10:
It was resolved to recommend that the proposal for the Master of Financial Mathematics, as attached to the agenda, be forwarded to Academic Senate Standing Committee for approval.

4.4. New Course Proposal: Bachelor of Mathematics Advanced (Honours)
Resolution Exec.03/11:
It was resolved to recommend that the proposal for the Bachelor of Mathematics Advanced (Honours) as attached to the agenda, be forwarded to Academic Senate Standing Committee for approval.
4.5. **Amendment to 200-level Pre-requisites**  
**Resolution Exec.03/12:**  
It was resolved to recommend the approval of the amended pre-requisites, as listed in the attachment to the agenda, for MATH201, MATH202, MATH203, MATH204, MATH212, MATH222 and STAT231.

4.6. **Revised Course Proposal: Bachelor of Computer Science**  
**Resolution Exec.03/13:**  
It was resolved to recommend that the proposal for the Bachelor of Computer Science, as attached to the agenda, be forwarded to Academic Senate Standing Committee for approval, subject to:  
(a) Sign-off from the Faculty of Engineering, and BIST Coordinator and BIT Coordinator;  
(b) Evidence of consultation with appropriate staff members regarding other affected degrees;  
(c) Provision of a statement addressing resource implications of the proposed parallel offering of CSCI121 and CSCI124 in 2004; and  
(d) Provision of a general statement addressing resource implications of offering new/revised SITACS subjects.  
(It was noted that points (c) and (d) above were addressed in a memo from Professor Peter Croll which was attached to the agenda.)  
And further, to request the Faculty Education Committee to include an ongoing agenda item for monitoring and assessing the pass/failure rates of first year subjects and for developing strategies to reduce the failure rate whilst maintaining subject objectives.

4.7. **Minor Course Proposal: Digital Systems Security Major in BCompSc**  
**Resolution Exec.03/14:**  
It was resolved to recommend that the proposal for a minor change to the Bachelor of Computer Science degree, by the addition of a Digital Systems Security major study as attached to the agenda, be forwarded to Academic Senate Standing Committee for approval.

4.8. **Revised Course Proposal: Bachelor of Information and Communication Technology**  
**Resolution Exec.03/15:**  
It was resolved to recommend that the revised course proposal for the Bachelor of Information and Communication Technology, as attached to the agenda, be forwarded to Academic Senate Standing Committee for approval.

4.9. **Minor Course Proposal: E-Commerce Double Major in BCompSc and BInfoTech**  
**Resolution Exec.03/16:**  
It was resolved to recommend that the proposal for a minor change to the E-Commerce major in the Bachelor of Computer Science and the Bachelor of Information and Communication Technology, as attached to the agenda, be forwarded to Academic Senate Standing Committee for approval.
4.10. Revised Subject: CSCI399 – Server Technology
Resolution Exec.03/17:
It was resolved to recommend the approval of the changes to CSCI399 – Server Technology, as attached to the agenda, and to note that the revised proposal includes clarified objectives and assessment, and a reformulation of presumed knowledge.

4.11. New Subject: CSCI337 – Database Performance Tuning
It was noted that this subject is simply an undergraduate version of the subject MCS9317, which was approved for introduction as a part of the Master of Computer Studies proposal at the last Faculty Education Meeting and subsequently the Faculty Executive and Faculty meetings.
Resolution Exec.03/18:
It was resolved to recommend that the introduction of the new subject CSCI337 – Database Performance Tuning, as attached to the agenda, be approved.

4.12. Minor Course Proposal: Master of Electronic Commerce
Resolution Exec.03/19:
It was resolved to recommend that the proposal for a minor change to the Master of Electronic Commerce, as attached to the agenda, be forwarded to Academic Senate Standing Committee for approval.

4.13. Amendment to Pre-requisites
Current Pre-requisites IACT305 or CSCI399
Proposed Pre-requisites IACT305 and CSCI213, or CSCI399

4.13.2. CSCI446 – Multimedia Studies
Current Pre-requisites 24cp @ 300-level or INFO202
Proposed Pre-requisites 24cp @ 300-level
Reason: students, who have completed INFO202 (BSIT students), still do not have the required background to successfully complete CSCI446. SITACS states that the BIST co-ordinator has been consulted.
Resolution Exec.03/20:
It was resolved to recommend that the above amended pre-requisites for ITCS436 and CSCI446 be approved.

4.14. BInfoTech – Compulsory Work Experience Component
Currently, BInfoTech students are required to complete 2 x 10 weeks of work experience, for a minimum of 17.5 hours/week. Students have complained that it is often difficult to find appropriate work experience for this period of time. In addition, it does not allow for a recreation break for students. SITACS have recommended that the work experience requirement be reduced to 2 x 8 weeks, for a minimum of 17.5 hours/week, and renamed ‘Industry Placement’.
Resolution Exec.03/21:
It was resolved to recommend that:

a) the reduction of the BInfoTech work experience component from 2 x 10 weeks for a minimum of 17.5 hours/week, to 2 x 8 weeks for a minimum of 17.5 hours/week, and

b) the change in name from ‘Work Experience’ to ‘Industry Placement’ be approved.

5. REPORT FROM THE FACULTY RESEARCH COMMITTEE – 13 MARCH, 2003
The Faculty Research Committee Chair reported that:

• of the Research Green Papers, the overview and two others had been released thus far. At this stage, this information is all that is current, and
• the papers will be circulated to members.

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

• the audit inspection plan is currently being compiled by Les Ohlbach, Brian Webb and Frank Mikk;
• there are no designated Faculty of Informatics first aid officers in building 15 as adequate coverage is provided by Physics and Geosciences;
• OH&S noticeboards have been ordered for buildings 3 and 15 and that building 35 will utilise the old Faculty Office noticeboard;
• a student representative report will now be included as an agenda item;
• the next meeting is scheduled for 31 July.

7. EEO SUMMARY REPORT
The summary report of EEO meeting held in April, 2003, as attached to the agenda, was noted.

8. FINANCIAL REPORT
In the absence of the Dean, there was no financial report.

9. REPORT ON STUDENT ENROLMENT NUMBERS
Reported at 3.9 above.

10. OTHER BUSINESS
There was no other business.

There being no further business, the Acting Dean thanked members for their input and closed the meeting at 2:50pm.

Signed as a true record

Professor David Steel, Chair
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