Minutes of Meeting No.4/2003 held on Thursday, 7 August 2003 commencing at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Cooper, A/Prof C Alcock, Mr B Brown, Prof J Chicharo, Dr P Doulai, Dr S Gower, Dr F Naghdy, Mr L Ohlbach, Dr G Trott, Mr B Webb, A/Prof G Williams, A/Prof M Zhang and A/Prof S Zhu.

IN ATTENDANCE: Ms S Dewhurst, Ms E Colella, Prof J Seberry, Dr I Burnett.

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies from Prof J Hill and Prof David Steel were noted.
It was noted that Prof P Croll was on leave.
It was further noted that A/Prof S Zhu was replacing Prof M Bunder, who had now retired, as the SMAS representative.

1.2 Confirmation of Minutes from previous meeting held 26 June, 2003
The minutes of the previous meeting, held 26 June 2003, were confirmed.

1.3 Business Arising from the Minutes
There was no business arising from the Minutes.

2. STARRING OF ITEMS FOR DISCUSSION
The following items were starred for discussion:
3. Dean’s Report
9. Other Business

3. DEAN’S REPORT

3.1 Update on Dean’s position
The Dean reported that the Dean’s position was advertised nationally and the close date for applications is 31 August 2003, with interviews being conducted mid-September.

Copies of the advertisement were distributed to the Committee. (attached)

3.2 Staff
The Dean reported that:
• workloads have been published on the Web, Informatics being the first faculty to do so;
• the workloads issue is back on the Enterprise Agreement agenda;
• the Dean welcomed Ms Elsa Colella, who has replaced Georgina Konstanta in the Student Enquiry Centre.
3.3 Faculty Research
The Dean reported that:
- a Research Working Party has been formed to produce a faculty-wide approach to strategic research planning. The timeline for this is six weeks, when a presentation will be made to PVC-R, Prof M Sheil and to the Vice Chancellor. An email has gone out to the Faculty advising the membership of the Research Working Party and that they may be approached with any relevant issues;
- position for Project Officer is to be advertised. The position for Associate Dean (Research) is on hold until a new Dean is appointed.

3.4 Activities
The Dean reported that the American Chamber of Commerce article has been submitted and the Faculty is awaiting final proofs.

3.5 Reminders
The Dean reported that:
- Early Entry was going well with minimal advertising;
- study leave applications for 2004 were due at the end of August.

3.6 Space
The Dean reported that:
- the Photonics lab was now located in TITR space;
- Building 39 postgraduate coursework lab was now a postgraduate research lab which has been equipped with PCs. Honours students also have allocated space.

3.7 Students
Reports on student numbers for 2002 and 2003 were tabled. (attached)

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

3.9 Other
The Dean reported that:
- cash handling will become centralised with the Student Enquiry Centre taking over collection of money for all schools. Supervisors/managers have been given assessment forms for auditing processes;
- the Faculty Visiting Committee meeting, which was held last Friday, 1 August 2003, was very successful. Feedback was requested on scholarships and the Committee suggested the University and the Faculty self-fund scholarships;
- the Faculty is hosting a cocktail party at the Sydney Business School sometime in September to promote the Faculty’s postgraduate courses at that facility;
- University is developing a proforma Dean’s Scholar course for the Faculty to populate with desired material;
- the Library Outreach program has been reinstituted with, the Faculty Librarian, Ms Annette Meldrum, available in Geoff Trott’s office in Building 3 on Tuesday afternoons from 2:00pm;
- the Operations Manager, Mr Les Ohlbach, is looking at a centralised purchasing system which will also assist with facilitating asset management.
Barcodes are already being used on campus by Administration. Electrical tagging will be devolved to the Faculty level with the University supplying the equipment and software. Risk assessment will be implemented and carried out every three years for PCs and other equipment. The issue was raised of microwaves being used in an industrial situation, where leaks can occur after only two months. This will be referred to the Workplace Advisory Committee.

4. **Report from the Faculty Education Committee – 24 July, 2003**

   **Course Proposal: Master of Computer Studies (attached)**

   **Draft Resolution:**

   To note that the proposal for the Master of Computer Studies has been fast-tracked directly from the Faculty Education Committee.

   The Dean clarified that the course proposal was going to Standing Committee first, then to Senate (next Wednesday). Mr B Damachis has spoken to Heads of Schools regarding students applying for permanent residency. He reported on a plan to introduce a general Graduate Diploma followed by the respective Masters degree. This would entail two years study in the same area.

   Dr G Trott raised the issue of Course Articulation, Item 3.2, Page 5, which states that “Completion of a Master of Computer Studies degree, with a 65 (Credit) average, is sufficient for entry to the MCompSc, MElecComm, MInfoTech, MDigMMedia and MITM degrees, subject to meeting any additional requirements.” The Committee discussed whether entry should be based on WAM rather than a 65 (Credit) average.

   *It was resolved that no changes be made.*

5. **Report from the Faculty Research Committee – 2 July, 2003**

   No report.

6. **EEO Summary Report (attached)**

   The summary report of EEO meeting hold in April 2003, as attached to the agenda, was noted.

7. **Financial Report**

   Reported at Item 3.8 – Dean’s Report.

8. **Report on Student Enrolment Numbers**

   Reported at Item 3.7 – Dean’s Report

9. **Other Business**

   **Vale Joan Cooper**

   Prof Joe Chicharo addressed the meeting expressing the gratitude of the Committee to the outgoing Dean, Prof Joan Cooper, for her strong leadership and input into the Committee during the course of her tenure.

   Prof Cooper’s approachability and sympathetic handling of all staff was noted and the meeting was informed that the Faculty, as a whole, had benefited from Prof Cooper’s management.
Prof Chicharo expressed the Committee’s best wishes for Prof Cooper’s continued success in her new role as Pro Vice-Chancellor (Academic) at Flinders University in South Australia.

10. **DATE OF NEXT MEETING**
The next meeting will be held on Thursday, 25 September 2003 at 1.30pm in Building 39, Room 150A.

There being no further business, the Dean thanked members for their input and closed the meeting at 2:30pm.

Signed as a true record

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Professor Joan Cooper, Chair

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## ACTION LIST EXEC. 04/03

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<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Clarify who is responsible for Scholarship application process, Faculty or Foundation Office.</td>
<td>Dean, Faculty Executive Officer</td>
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<tr>
<td>Issue of microwaves being used in industrial situation causing leaks within two months.</td>
<td>Workplace Advisory Committee member</td>
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