Minutes of Meeting No. 6/2003 held on Thursday, 6 November 2003 commencing at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof D Steel (Chair), A/Prof C Alcock, Mr B Brown, Dr P Doulai, Dr S Gower, Mr L Ohlbach, Dr G Trott, Mr B Webb and A/Prof M Zhang.

IN ATTENDANCE: Ms S Dewhurst and Ms K Oborn.

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies from Prof J Chicharo, Dr F Naghdy, Prof M Sheil, were noted.
It was noted that Prof P Croll is on leave.
It was further noted that Dr S Gower has replaced Prof J Hill on the Committee in an ex-officio position as Chair of Faculty Research Committee.

Confirmation of Minutes from previous meeting held 2 October 2003
The minutes of the previous meeting, held 2 October 2003, were confirmed.

1.2 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:
4.4. Revised pre-requisite for INFO911
5. Report from FRC

3. DEAN’S REPORT

3.1 Update on Dean’s position
The Acting Dean, Professor David Steel reported that:
• Prof Joe Chicharo has been appointed Dean of the Faculty and will take up his position on Monday 1 December. Interim arrangements will continue until this time.
• Prof Peter Croll has resigned from the University effective from 10 January 2004.
• PVC-R Sheil is keen to fill the vacancies created by Prof Chicharo taking up the Dean’s position and Prof Croll’s resignation (Head of School SITACS and Head of School SECTE respectively).
• Prof David Steel’s term as Head of SMAS ceases in June 2004.

A/Prof Carole Alcock advised that she will continue as Acting Head of SITACS until the position is filled.
3.2 **Staff**
Prof Steel advised that:
- there is no concessional day gazetted by the University for Friday 2 January 2004.

3.3 **Activities**
Prof Steel reported that:
- an article similar to the one submitted to the *American Chamber of Commerce* publication will be submitted to the *UK/Europe Chamber of Commerce* publication and called for appropriate projects to be highlighted in this publication be submitted to the Faculty Executive Officer by the end of November.
- an article is to be submitted once more to the upcoming *EDGE* publication which focussed on the ICT industry. Research projects appropriate to be covered in this publication are to be submitted to the Faculty Executive Officer by the end of November.

3.4 **Students**
Prof Steel reported that:
- staff from each School will be needed to provide advice on Options Day, Monday January 5, 2004 and that UAC preference changes close at midnight of that day.
- the Faculty is looking into the provision of facilities for Postgraduate Coursework students after representations from WUPA were made in response to a complaint from Coursework students.
- enrolments for 2004 need to be in the area of 370 to maintain funding levels.

3.5 **Other**
Prof Steel reported that:
- Faculty graduation for December 2003 is spread over four days (15–19) and that Academic staff will be needed to attend on these days. Sonia Jennings is co-ordinating a roster of SITACS staff to spread attendance evenly over the period; staff from other areas will also need to attend the ceremony appropriate to their courses.
- staff will be needed to participate in the Academic procession on all days.
- an Emeritus Professor nomination for Joan Cooper has been approved and will be conferred at the ceremony held on Friday 19 December.
- the UoW timetable for Faculty Planning and Reporting was tabled.
- a teaching audit will be conducted in 2006.
- SITACS and SMAS have been included in the University-wide copyright monitoring process to commence on 15 December and conclude on 7 March 2004.
- an EFTPOS machine will be installed in the Faculty Enquiry Centre on Monday 10 November.
- the University ESRI site licence has been renewed for 2004 with Faculty contribution being $4,000.
- membership for one year to the Australian Mathematical Sciences Institute will be funded by the University
3.6 Reminders
Prof Steel reminded staff that:

- 2004-05 Fulbright New Century Scholar program applications close on Monday 10 November.
- OCTAL Award nominations close on Friday 28 November.
- promotions take place next week and PVC-R Sheil has spoken to all candidates.

4. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 23 OCTOBER 2003

4.1. Revised Co-requisite for INFO202
SECTE has requested that CSCI213 *Java Programming and the Internet* be made a co-requisite for INFO202 *Project* so that the students enrolled in INFO202 are at the same level and have some JAVA programming skills.

**Current Pre-requisites:** (CSCI111 or CSCI114) and ECTE195

**Current Co-requisites:** ECTE291 or ECTE283

**Proposed Pre-requisites:** Unchanged

**Proposed Co-requisites:** CSCI213 and (ECTE291 or ECTE283)

**Resolution Exec. 03/31**
It was resolved to recommend approval for the co-requisite for INFO202 – Project to be amended to read CSCI213 and (ECTE291 or ECTE283) from 2004.

4.2. Revision of Prizes
To bring current SITACS prizes into line with the new Computer Science subjects, the following changes to prize conditions are required:

<table>
<thead>
<tr>
<th>PRIZE</th>
<th>Prize currently awarded for:</th>
<th>Prize to be awarded for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashcard Australia Ltd</td>
<td>CSCI111 &amp; CSCI102</td>
<td>CSCI114 &amp; CSCI102</td>
</tr>
<tr>
<td>Nortel Networks First Year</td>
<td>CSCI121</td>
<td>CSCI124</td>
</tr>
<tr>
<td>SITACS Visiting Committee</td>
<td>CSCI101 &amp; CSCI102</td>
<td>CSCI102 Systems</td>
</tr>
</tbody>
</table>

**Resolution Exec. 03/32**
It was resolved to recommend approval of the following revisions to prize conditions from 2005 (based on 2004 results).

(i) The Cashcard Australia Ltd Prize will be awarded for CSCI114 and CSCI102, rather than for CSCI111 and CSCI102.

(ii) The Nortel Networks Australia First Year Prize will be awarded for CSCI124 rather than for CSCI121.

(iii) The SITACS Visiting Committee Prize will be awarded for CSCI102 rather than for CSCI101 and CSCI102.
4.3. **New Prize – GETRONICS Australia Pty Ltd Prize**  
*Resolution Exec. 03/33*

It was resolved to recommend the approval of the introduction of the Getronics Australia Pty Ltd Prize, to be awarded for the first time in 2004 as outlined in the attachment to the agenda.

4.4. **INFO911 – Revised Prerequisite**  

INFO911 was designed to be accessible to students from a wide range of backgrounds. This subject is also offered at the undergraduate level as INFO411, where the prerequisite appropriately restricts students from enrolling in the subject in first year. However, as postgraduate students have already completed 36 credit points of study in their undergraduate degree, the prerequisite is superfluous for INFO911 students.

SMAAS wishes to delete the current prerequisite for INFO911 *Data Mining and Knowledge Discovery*.  

**Current Prerequisite:** 36 credit points.  
**Proposed Prerequisite:** None.

Plus the addition of the following information on the Subject Database under Additional Information: “Knowledge of mathematical and statistical notation at an introductory level is assumed”.

*Resolution Exec.03/34*

To recommend the following changes to INFO911 *Data Mining and Knowledge Discovery*:

(i) Deletion of the current prerequisite; and  
(ii) Addition of the following phrase under Additional Information on the Subject Database: “Knowledge of mathematical and statistical notation at an introductory level is assumed”.

effective from 2004, be approved.

5. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**

Dr Steve Gower reported that:

- the number of Small Grants received by Faculty was on average, a statistical expectation.  
- scholarship applications have been distributed to Schools and will be considered at the next FRC meeting scheduled for Thursday 13 November.  
- PVC-R Sheil has been invited to attend the Research Structure Working Party meeting scheduled for 11 November at 3:30.

A/Prof Carole Alcock enquired about the availability of guidelines on how to administer grants once received and whether the Working Party will be looking at this issue. She suggested having a person in the Faculty responsible for this.

Solveig Dewhurst advised that a request for a Research Project Officer position is still on the Dean’s agenda and such guidelines would be a responsibility of that person.
6. **REPORT FROM WORKPLACE ADVISORY COMMITTEE – 30 OCTOBER 2003**

Mr Les Ohlbach reported that:

- the Workplace audit plan has progressed as follows:
  - floorplans for all Faculty buildings are now available
  - generic checklists will be compiled before the next WAC meeting
- a request was tabled regarding obtaining electronic copies for floorplans from Buildings and Grounds.
- First Aid signs have been strategically positioned on the first and second floors of Building 3.
- First Aid Officer contact details along with first aid kit location details are contained on First Aid signs located in each building occupied by Faculty except building 39.
- extended blackout procedures and some minor equipment are needed.
- duty of care and due diligence training has been recommended to WAC members.
- smoking is still a problem at building 3 entrances and recommendations to move fixed ashtrays to ground floor entrance have been made.
- testing is to be conducted on all microwave ovens.
- safety of the campus’ northern perimeter fenceline is under review with RTA.
- a draft policy on responsible consumption of alcohol at university functions is being prepared.
- WAC member training to increase to a minimum of 12 hours in 2004.
- Faculty WAC representatives to be nominated to liaise with OH&S Committee to improve the lines of communication.

7. **FINANCIAL REPORT**

   No report.

8. **REPORT ON STUDENT ENROLMENT NUMBERS**

   No report.

9. **OTHER BUSINESS**

10. **DATE OF NEXT MEETING**

    The next meeting date will be advised when the meeting schedule for 2004 has been established.

There being no further business, the Dean thanked members for their input and closed the meeting at 3.10pm.

Signed as a true record

Prof David Steel, Chair
/ / /