Minutes of Meeting No.1/2003 of the Faculty Meeting held on
Thursday, 6 March 2003, at 1:30pm in UniCentre’s Kemira Room 4

PRESENT:
Prof J Cooper, A/Prof C Alcock, Ms S Barikzai, Dr D Bomba,
Mr B Brown, Prof M Bunder, Ms L Burgess, Dr C T Chan,
Prof J Chicharo, Dr P Ciufo, Prof P Croll, Dr P Davy,
Dr M Edwards, Prof J Fulcher, Mr O Garcia, Dr J Goad,
Dr S Gower, A/Prof N Gray, Prof D Griffiths, Prof J Hill,
Mr P Hyland, Dr Z Li, Dr Y-X Lin, Dr X-P Lu, Dr J Lukasiak,
A/Prof P McKerrow, Dr C McPhail, A/Prof T Marchant,
Dr A Mertins, Dr Y Mu, Dr M Nelson, Dr S Perera, Dr I Piper,
Dr A Porter, A/Prof J Rayner, Mr C Ritz, Mr D Robinson,
A/Prof K Russell, Prof F Safaei, Mr D Saffioti, Ms G Scimone,
A/Prof D Siviter, A/Prof J Soar, Prof D Steel, Dr D Stirling,
Dr W Susilo, Mrs H Tootell, Dr G Trott, Mr P Vial, Mr B Webb,
A/Prof G Williams, Ms K T Win, Mr P Wong, A/Prof T Wysocki,
Dr J Xi, Dr T Xia, Mr M Foley, Dr C Brown, A/Prof H Hasan,
Dr S Wilson, Mrs Annette Meldrum, Ms K Spinks,
Ms D Ashelford.

IN ATTENDANCE:
Ms S Dewhurst, Ms G Konstanta

1. PRELIMINARY BUSINESS

1.1 Apologies/Leave of Absence
Apologies were received from A/Prof I Burnett, Ms P McFarlane,
Dr P Nickolas, A/Prof R Nillsen, Prof R Safavi-Naini, Dr P Yu,
A/Prof M Zhang, Dr S-P Zhu, Mr P Caputi, Mr J Roland, Dr D Katz,
Mr P Uppala and Mr P Wooton.
It was noted that Ms Gene Awysio, Mr T Coltman, Dr P Doulai, Prof A Ghose,
Prof V Gosbell, Dr C M Gulati, A/Prof P Laird, A/Prof F Naghdy,
A/Prof G Naghdy, Dr C Palati and Prof J Seberry were on leave.

1.2 Confirmation of Minutes from previous meeting held 24 October 2002
The minutes of the previous meeting, held 24 October 2002, were confirmed.

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

2. NEW FACULTY LIBRARIAN
The Dean welcomed the new Faculty Librarian, Ms Annette Meldrum.

3. EQUITY ON-LINE
Ms Robyn Weekes, Director EEO Unit, gave a presentation on the Equity Online
Learning Program for staff.

4. STARING OF ITEMS FOR DISCUSSION

4.1 Starred Items
Items 5, 6, 7, 8, 9.10, 9.12, 9.13, 10.3, 11 and 12 were starred.
4.2 **Unstarred Items**
All unstarred items were **endorsed**.

5. **DEAN’S REPORT**
Prof J Cooper presented the following report:

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

5.2 **University Planning Retreat**
The Dean reported on the four main themes addressed at the recent 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).

5.3 **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.

5.4 **Staff**

5.4.1 **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.

5.4.2 **Special Faculty Research Meeting**
The Dean noted that Professor Margaret Sheil, Pro VC (Research) will be attending a Special Faculty Research Meeting on 20 March 2003.

5.4.3 **New Career Development Form**
The Dean noted that a new career development form for Research Only staff has been created and is available at: [http://www.uow.edu.au/admin/personnel/forms/cdu_cdp/#NonASD](http://www.uow.edu.au/admin/personnel/forms/cdu_cdp/#NonASD).

5.5 **Activities**

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

5.5.2 **Prize Night**
The Dean noted that Prize Night is scheduled for 1 May.
5.5.3 **Early Entry**  
The Dean noted that Early Entry is scheduled for 29 September.

5.6 **Reminders:**  
The Dean reported that the OCTAL Awards application close 14 April.

5.7 **Space**  
The Dean reported that:
- building 39 has been handed over;
- 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; and
- the Faculty Meeting room will not be available for booking until cleaning is completed and furniture determined.

5.8 **Other Campuses**  
The Dean reported on the:
- preparation for teaching INFO101 at Caringbah High School as part of the Loftus Campus which will be offering CSCI111 in second session;
- 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.

5.9 **Students**  
5.9.1 **Enrolment and Orientation**  
The Dean reported that Enrolment and Orientation ran smoothly and thanked all those involved.

5.9.2 **Scholarships**  
The Dean reported that the Faculty offered 18 undergraduate scholarships in 2003.

5.9.3 **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.

5.9.4 **OH&S Checklist Memo** *(tabled)*  
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.

5.10 **Budget**  
The Dean reported that, as international student numbers are down, a small deficit is projected for year-end.

The Dean further reported that (together with the Faculty Finance Officer) next year’s figures will be reviewed.

6. **Heads of Schools Reports**

6.1 **Report from SITACS**  
Professor Peter Croll verbally reported on:

6.1.1 **Staff**
• welcoming Dr Yi Mu, Lecturer
• welcoming Ms Giulia Scimone, Associate Lecturer, replacing Mr Tim Coltman during his leave for 2003
• welcoming Ms Michelle Greer, Finance Assistant
• congratulating Mr Stephen Haynes, Software Support Officer
• congratulating Dr Willy Susilo, Senior Lecturer.
• Workloads interviews are complete and signed. This was a time consuming process, which ate into time set aside for research etc.

6.1.2 Teaching
• the core curriculum review for Master of Computer Studies is underway with an April deadline.
• two new courses, Master of Health Informatics and Master of Digital Multimedia.
• naming issues causing some delays to marketing the Master of Digital Multimedia course.
• SITACS student numbers being down slightly, but comparing favourably against other similar departments who are experiencing a down turn of 30 to 40%.

6.1.3 Space
• The School having again run out of space.

6.2 Report from SMAAS
Prof D Steel reported that:
• Mr Mark Nelson had commenced as a new lecturer;
• six ARC grant applications have been submitted;
• 54 new students had enrolled in Maths, compared to 48 last year;
• Peter Nickolas and Pam Davy completed a lot of work over the summer towards preparation of teaching at Caringbah High School.
• SMAS is exploring further linkages between selective and private high schools and the university, and that the Science Faculty is also offering subjects.
• five subjects are being offered at Loftus campus, with gratitude to Annette Worthy for all her work.

6.3 SECTE
Prof J Chicaro reported that:
• Mr Christian Ritz and Dr Jiantao Xi commenced as Lecturer and Senior Lecturer respectively;
• A/Prof Alfred Mertins will be leaving the University in April;
• four staff from the School are either on Long Service or Study Leave, which represents 20% of the School’s resources;
• modifications to labs took place over summer utilising low-grade connectivity;
• the School will be purchasing $2.8 million dollars’ worth of equipment, including an optical fibre writing system, for approx $20,000 from JDS Uniphase, a large Canadian optical company, as the company is folding its Australian branch;
• as a result of above, the School now requires more space;
• the School is investigating the possibility of housing the National Digital TV Test Centre.

7. Sub-Dean’s Report
Dr Geoff Trott reported that:
it is a busy time of year with many student issues to be resolved including:
  - a large number of students submitting change of course applications;
  - leave of absence applications;
  - show cause issues;
  - minimum rate of progress issues, and
  - letters of appeal.
students can add a subject on the web up until end of week two of session;
students can add a subject up until week four of session with Head of School’s approval;
after week four, students must apply to amend their academic record in order to add a subject;
students can apply to withdraw from a subject up to week eight of session but will be required to pay for the subject after week four;
after week eight of session students cannot withdraw and they receive a technical fail on record should they not complete the subject;
students can enrol in 32 credit points per session without academic approval;
the University is currently reviewing their grievance procedures to make the process more transparent;
there is a potential issue as students who, in order to change their specialisation, are completing a change of course application potentially will be regarded as failing to complete.

8. Directors of Institutes Reports
8.1 TITR
Prof F Safaei verbally reported that:
  8.1.1 Staff
  - four new research only staff have commenced with TITR with three more to come;
  - financial administrative assistance has been received from Karen Scott and Michelle Greer.
  8.1.2 Research Initiatives
  - linkage grant for interactive TV Test Centre;
  - a potential $200,000.00 research linkage project with Canon Australia;
  - CRC desert knowledge research project with the program yet to be finalised but projected to start July 1;
  - a potential joint infrastructure link with University of Melbourne through Grangenet for multi-media initiatives;
  - a potential Innovation Campus, a collaborative research opportunity with China.

8.2 IMMACS
A/Prof John Rayner reported that:
  - after accounting for unspent commitments, IMMaCS finished 2002 with a modest surplus;
  - of the 2003 performance allocation, 92% will be distributed to programs;
  - the basis of the allocation is 50% membership and 50% performance;
  - the performance index was based on audited outcomes reported to the Office of Research in 2002 Progress Report;
  - higher degree completions and publications were equally weighted;
  - the balance of the performance allocation will be used for an Institute Seminar Series to be organised by Koren Ward;
• as with last year, $24,000 of the additional or quality funding will be distributed as Quality Grants;
• 2003 is the final year of the triennium;
• the report for this year and proposal for next year are strongly affected by the performance reported to and audited by the Office of Research;
• all members of the Institute, and in fact all members of the Faculty, are urged to be diligent in reporting data to the Office of Research to ensure the best possible outcome for next year;
• all programs are to meet early this session;
• either Tim Marchant or John Rayner will attend every such meeting.

9. COMMITTEE MEMBERS’ REPORTS

9.1. Academic Senate

Academic Senate – A/Prof R Nilsen


1. The Vice-Chancellor was not present so there was no Vice-Chancellor's report.

   The Academic Registrar, Gillian Luck, reported on progress concerning the timetable for 2003. Various members of Senate expressed concern at the timetabling problems which they felt still existed. These concerns were to be conveyed to the administration.

2. The Chair of Senate encouraged members to think of items which they could bring forward under members' business for 2003. Any member of Faculty who wanted any item discussed at Senate could possibly have this occur by approaching a faculty member on Senate.

3. Before Senate was the report on “Review of Assessment Practices and Procedures”, and this received extensive discussion. The Chair of the Committee, and Chair of Senate, Prof D. Griffiths, informed Senate that the report was a public document from the time of the meeting, and that he expected to be giving some media interviews concerning it. He also thanked the various people who had helped with the production of the report. An article in the Australian that same day of the Senate meeting caused concern from Senate members, who felt that the article's connection of the report with the Steele case concerning honours marks was unjustified. The Chair, following consultation with the rest of the Committee, was to issue a statement correcting the possible impression given by the Australian's report. Speaking to the report, the Chair emphasised the belief of the Committee that the university's culture was the most important factor influencing standards and assessment. This view was widely and strongly shared by members of Senate in subsequent discussion. There was some discussion of the use of language in university documents and the extent to which it should be affected by the preferred language of the Government and agencies such as the Australian Universities Quality Agency. The report was well received by Senate, and Senate thanked the Committee for its fine efforts in producing a comprehensive, clear and well written report, and that in a short time.

   Senate received the Committee's report and resolved to establish a Coordinating Committee to develop a timetable and plan for implementing the recommendations of the report, to report to Senate for its first meeting in 2003.

4. There was discussion about Information Technology policy. Various members of Senate expressed concern at a lack of communication and opportunity to comment on matters relating to IT policy. Specifically, it was claimed that
where comment was requested on proposed policy, insufficient time was often
given in which to respond. The Pro-VC (IT), Professor Ah Chung Tsoi,
responded to these concerns. It is probably fair to say that some issues seem
to remain unresolved.

The question of student input into IT policy was raised, and will be considered
for the future.

9.2. **Faculty of Arts** – Dr A Porter
No report received.

9.3. **Faculty of Commerce** – Dr P Hyland
No report received.

9.4. **Faculty of Creative Arts** – A/Prof R Nillsen
Colleagues,
I attended a meeting of the Faculty of Creative Arts on 3rd February 2003. Some
items may be of interest.

- The Associate Dean drew attention to the new SMP system, and to changes in
  the arrangement of the library's collection, specifically in relation to closed
  reserve and the interfiling of books and videos.
- There did not seem to be as many international enrolments in the Faculty as in
  preceding years, but the overall quality of new enrolments was high.
- Associate Professor Di Kelly, the Director of International Studies, spoke to
  the Faculty, indicating that as Director she was intending to: provide more
  support for international students, to further develop international and strategic
  links, to hold an international week (and she sought the help of the Faculty to
  make it an inclusive event), and to increase the general international awareness
  of staff and students. She also said it was expected that international student
  numbers would increase.
- The Faculty of Creative Arts now has a policy manual.

9.5. **Faculty of Education** – Mr P Vial
Two reports:

*Report for the year's final Faculty of Education Committee held on Wednesday
11 December, 2002.*

Dean of Education reported:
- IT in Education and Adult Education positions were not filled – this will have
  management issues for 2003
- Physical education appointments are to be proceeded with

Career development programmes were to be undertaken by new staff before
Christmas; the Dean indicated there were some outstanding issues and that the
appropriate people will be approached

Workloads were discussed:
- workload committee is still meeting and refining the process
- have workload forms to fill in with detailed explanation of items
- has a cover sheet explaining how these forms work
- some trials have occurred with positive feedback received
- the Dean pointed out that the EB requires a sign off process for workload
  allocation, however this will not be needed till the start of 2003

Some specific issues were:
1. pro-rata allocation forms for small classes
a. uni model permits no funding for classes with less than 10 students from the central funding source – this will be enforced in 2004
2. due to feedback there will some adjustments to workload model
3. Education is the only faculty actually ready for sign off stage for workload model
4. These documents for workload are then seen by the University committee which has Union representation for ratification
5. The research component of the Education faculties workload model has been capped to 40% maximum
6. part-time teaching was an issue in 2002, Dean is setting up a process where all requests for part time teaching are in January and February and then no others permitted to avoid a repeat of the run away situation which occurred in 2002
7. Review of Associate Deans / programme directors via sub-committee should be finished end of next week (just before Christmas) and Dean asked for expressions of interest in the positions for programme directors
8. Building refurbishments were mentioned with the Dean indicating that there were some concerns with structural integrity of certain buildings but he reassured everyone that the buildings were sound and the new centre would be completed before the start of next year
9. The Dean thanked the Faculty assessment committee

There were no issues with the Executive reports.

The Sub Dean reported that January 3 was the day preference changes could occur, a group is needed on campus for this even though there was not as many places as in previous years so this year these students may be given advice to apply to TAFE, Loftus and/or other universities – this reflects the great success that the Education Faculty is having in general in attracting students possibly due to recent government advertisement programs in the media.

The Associate Dean graduate reported that there have been a lot of phone calls from unsuccessful applicants; they had developed a common policy which was attached to the minutes. In short demand for positions outstrips positions available (and clearly they are not increasing them as is done in Informatics – my comment not theirs).

The Associate Dean Research said that all students and staff should have returned their signed progress reports. A research database has been set up and this is ahead of any of the other faculties. It was pointed out if there is no report then research students will be un-enrolled.

The Dean pointed out that meetings in 2003 will be held at lunch (12:30) either on Wednesday or Thursday.

The Dean pointed out that the new timetabling system had not proved too bad for Education in that it appeared it was not worse than 2002

There was some discussion on the good position that the Faculty found themselves in due to high demand for places. The downside of this may be disappointment from those students who are not able to gain a place. It was pointed out that the Faculty has many more direct applications (applications from others than school leavers). This could be due to the recent advertising campaign and the awareness that many teachers will retire over the next few years. In fact by June 2002 the Faculty had filled its normal quota for direct applications and usually the peak period for applications in this category is December/January. Normally Direct applications comprise 40% of students with the other 60% coming from the school
leavers. This time the expectation is the ratio will change to 50:50, thus this is the reason for capping. School leavers have 300 first preferences for primary teaching competing for 50-60 positions. Some expectation of a high UAI which may reach 90%, but the Dean cautioned against this as a possibility as no one can ever be sure what it is till it has been published. The other phenomenon is that Direct Applicants are using their ability to apply through UAC. It is also possible that students from other faculties will try to transfer but this has also be looked at and restricted where possible. It was stated that it is not likely that there will be any second round offers. It was, however, pointed out that some students have been taken in from TAFE, despite rumours to the contrary. It was pointed out that University places a quota on applications (though I’m not sure that this is really what was meant).

There were no major issues of concern for Informatics with the possible exception of the fact that the IT teaching positions were not filled, it really was not made clear why this was the case in the meeting. The meeting finished at 1:31pm.

Next meeting will be sometime in the week 12th February 2003.

Report for the year’s first Faculty of Education Committee held at 12:30pm on Wednesday 17 February, 2003.

Dean of Education reported:

- Review of Associate Deans resulted in continuation of all 3 associate deans
  - After Associate Deans review document is reviewed by the Associate Deans it will be made public for others to see
- Admittance Quota was 267 students, expected admissions by Audit date 27th March is 268
- The Workload process is going ahead with a database being setup to manage the process
- Uni Strategic Planning Retreat treated the following key issues:
  - Overall University Research revenue has dropped over the last 2 years even though Education research has actually increased over this period
  - Teaching and learning Quality reviews are occurring, those Universities reviewed are getting mixed report cards, example Newcastle University was recently audited and many issues were highlighted.
  - The University is emphasising International / Overseas perspectives
  - The cross roads report was reviewed with many factors being considered such as:
    - Greater university competition
    - Extra forced collaboration
    - Industrial issues due to matters such as pay and workloads
    - Something about possibility that funding for salary increases may be imbedded but attached with issues related above concerning the cross roads report.

Associate Dean (Ian) chair of FEC reported that it only met once and nothing to report other than RAPT committees recommendations needed implementing by April.

Sub-Dean reported details on different programs indicating sources of students and the fine balancing act required between different entry modes. Basically students who were coming directly from school this year and those seeking admittance on previous years UAI were admitted with slightly different UAI
numbers. Wollongong University Campus numbers were to be capped to no more than 25, with currently 10 accepted from this source.

The Associate Dean Dip Ed reported that the Dip Ed was very competitive and that a credit average was required for entry, 240-260 students were involved

Associate Dean Undergraduate (Ian) asked if anyone was worried about staffing to let him know, there were some minor concerns expressed here.

Jan gave a brief presentation on Research students, research student reports and a discussion day to be held on 18/3/03

Comment:
There were no issues that were raised which seemed to impact on the Faculty of Informatics in my judgement.

Next meeting will be 9th April 2003.

9.6. Report Faculty of Engineering – Dr L Dunn
No report received.

9.7. Faculty of Health and Behavioural Sciences – Dr D Bomba
No report.

9.8 Faculty of Law – Mrs H Tootell
No report received.

9.9 Faculty of Science – Dr S Gower
No report.

9.10 University Research Committee – A/Prof J Hill
A/Prof J Hill verbally reported that the University was slipping behind comparable universities and that there is more research money available but that the University was attracting a smaller relative share.

9.11 Library Committee – Dr C Alcock
No report received.

9.12 Faculty Research Committee – Prof J Hill
9.12.1. ARC Applications
Eleven ARC applications are being submitted from the Faculty, four from SMAS, four from SITACS and three from SECTE. Additional applications maybe be submitted via other Universities please advise via e-mail to FRC Chair, if this is the case.

9.12.2. Faculty Research Meeting
- The FRC Chair encourages all to attend and participate.
- Faculty is doing well comparatively regarding research publications and research grants; in the same ballpark as Science and Engineering. Informatics undergraduate teaching load is much higher than Science or Engineering.
- Publications are down from 698 in 2000 to 664 in 2001.
- The University needs to foster a high performance culture with better rewards for research.
- An invitation to bring along to the Special Faculty Meeting on 20 March any ideas or changes that may be beneficial.

9.12.3. Reminders
- Faculty Research Committee Meeting – 13 March.
- Special Faculty Meeting with Prof M Sheil – 20 March.
• University Research Committee Meeting – 27 March.

9.12.4. Faculty Research Scholarships
The Faculty is offering seven research scholarships, two for SECTE, four for SITACS and one for SMAS.

9.12.5. Research Students Induction Day
The Postgraduate Research Student Induction day is on 18 March with a Faculty based orientation at 12:00pm in building 3 foyer.

9.12.6. Postgraduate Research Students Enrolments
Together with Dr Lenore Lyons, Postgraduate Research Students Manager, Office of Research, the Faculty Research Committee is addressing issues raised by the fact that the Student Management Package (SMP) is not set up for thesis students.

9.12.7. Research Web Page
Updates/improvements to the Faculty Research web page will include: a staff section, with a research timetable to allow for forward planning, a student section with information regarding scholarships etc. Please forward all ideas/suggestions for Faculty Research web page to FRC.

9.12.8. Faculty Research Office
An appeal has been placed to the Dean to consider a Faculty Research Office.

9.13. Faculty Education Committee – Ms Anne Porter
The Committee is looking formulating objectives in preparation of the audit and that AQUA is looking at closing the loop, ie this is what you’ve said you were going to do, how do you know you’re there?

9.14. Report from the Faculty Librarian – Ms A Meldrum
Thank you for your welcoming emails. Those I haven’t yet met, please introduce yourself.

Any new staff members who would like make an appointment for me to visit them and introduce the services which the Library provides, please feel free to contact me.

Please ensure that all Reserve lists are forwarded to Danica in Loans asap. Electronic Reserve material generally takes longer and should be forwarded to Margaret Williams without delay.

Loftus subjects for second session. Can you please forward reading lists asap to ensure timely processing.

9.15. University Internationalisation Committee – Prof J Cooper
No report received.

9.16. Faculty OH&S Committee – Mr L Ohlbach
No report received.

9.17. University Education Committee – Prof D Griffiths
• The University Education Committee received a presentation of ‘Turnitin’, plagiarism detecting software. The software has its limitations but the University is going to trial it as there are increasing difficulties in policing plagiarised work.
• COGNOS – new ‘cube’ software facility that allows for tracking of student body, tracks student performance etc. It is a useful administrative aid.
Discussion was held at the University Education Committee meeting regarding problems at the coalface with the new timetabling system. It appears that Faculty of Informatics fared better than other faculties however there were still some remaining problems.

10. Executive Committee Report from 20 February 2003

10.1 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 degree, and new title, was approved for introduction this year by the Vice-Chancellor.

10.2 Minor Change to BIST degree
The minor change to BIST degree, as per agenda item 10.2 Faculty meeting 5/2002, was approved by the Vice-Chancellor on 29 October 2002.

10.3 Prizes
Academic Senate Standing Committee requested that both the Optiver Prize (item 10.8, Faculty meeting 5/2002) and the Gary J Anido Telecommunications Prize (item 10.4, Faculty meeting 5/2002) include a definition of ‘sufficient merit’ (i.e. Distinction grade, a certain mark etc).

Clarification was sought of the term ‘definition of sufficient merit’.
A/Prof David Griffiths, Chair of Senate, responded that the Senate Standing Committee held the view that ‘sufficient merit’ was not a viable term. The issue remains under review with the University Student Awards Committee.

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 Prize at the same meeting, subject to the inclusion of a definition of sufficient merit.

10.4 University Student Awards
The restructured University Student Awards Committee (formerly the University Medals Committee) will commence a review in 2003 of all student prizes currently under offer. The Students 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 List.

10.5 UG Scholarships
Eighteen undergraduate scholarships were awarded for this year.

10.6 FEC Restructure
The Faculty Education Committee noted the PV-C advice that he intends to restructure the faculty education committees so that they are more focussed on quality assurance. This item is currently on the FEC agenda.
10.7 **SECTE: Changes to ECTE993**

Resolution FAC.03/01:

*It was resolved* to approve the changes to the title, content and subject objectives for ECTE993, as detailed in the attachment to the agenda, effective from 2003.

10.8 **SECTE: Change to Telecommunications Engineering Major/ECTE381**

Resolution FAC.03/02:

*It was resolved* to approve 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”.

10.9 **SMAAS: New Subject: MATH235 – 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 FAC.03/03:

*It was resolved* to approve of the new subject MATH325 – Wavelets, as attached to the agenda, to be introduced in 2004.

11. **ANY OTHER BUSINESS**

11.1 **RAPP Recommendation 21**

The proposed Recommendation 21 currently states: “That the University adopt one of the standard referencing systems as a default to be used in the absence of Faculty/discipline preferred referencing technique.”

Clarification was sought as to the impact on the Faculty.

The Chair of Senate explained that:

- the RAPP was aiming for consistency in referencing techniques, which are transparent to students;
- journal referencing holds differing requirements;
- the Faculty, in conjunction with the Schools, is requested to provide information on the types of referencing techniques, (style guide) currently in use;
- FEC review the RAPP recommendation and its impact upon the Faculty.

12. **DATE OF NEXT MEETING**

The next Faculty meeting is scheduled for Thursday, 24 April. However, as this falls between the Easter break and Anzac Day, it was noted that the next Faculty meeting will be held on Thursday 17 April commencing at 1:30pm in the Faculty Meeting Room, Building 39 (39/150A).

There being no further business, the Dean thanked members for their attendance and closed the meeting at 3:20pm.
Signed as true and accurate record

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Chair

/ / / 

Ref: FAC.01/2003 (sd/GK)
6 April 2003