UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  

Minutes of Meeting No. 2/2003 of the Faculty Meeting held on  
Thursday, 17 April 2003, at 1:30pm in Building 39, Meeting Room 150A  

PRESENT:  
Prof J Cooper, Dr J Abrantes, Dr C Alcock, Ms G Awysio,  
Ms S Barakzai, Dr D Bomba, Mr B Brown, Prof M Bunder,  
Ms L Burgess, A/Prof I S Burnett, Prof J F Chicharo, Dr P Cuifo,  
Prof P Croll, Dr P J Davy, Prof J A Fulcher, Dr S Gower,  
Prof J M Hill, Dr Y-X Lin, Dr X-P Lu, Dr J Lukasiak,  
Ms P McFarlane, A/Prof P McKerrow, A/Prof T Marchant,  
Dr Y Mu, Dr M Nelson, Dr P R Nickolas, Dr I Piper, Dr A Porter,  
A/Prof J C W Rayner, A/Prof K Russell, Ms G Scimone,  
Prof D Steel, Dr W Susilo, Dr G Trott, Ms K Ward,  
A/Prof G Williams, Ms K T Win, Mr P Wong, Dr A L Worthy,  
A/Prof T Wysocki, Dr T Xia, A/Prof M Zhang, Dr S-P Zhu,  
A/Prof H Hasan, Dr S Wilson, Ms A Meldrum,  
Ms Karolyn Spinks.  

IN ATTENDANCE:  
Ms S Dewhurst, Ms G Konstanta  

1. PRELIMINARY BUSINESS  

1.1 Apologies/Leave of Absence  
Apologies were received from Dr C T Chou, Mr P Castle, Dr M Edwards,  
Mr O Garcia, Prof D Griffiths, A/Prof R Nillsen, Dr B S Perera, Mr C Ritz,  
Mr D Robinson, Prof R Safavi-Naini, Mr D Saffioti, Mr W Tibben, Mr P Vial,  
Mr M Foley, Mr P Caputi, Mr J Roland, Mr D Katz, Mr P Uppala,  
Mr P Wooton.  
It was noted that Mr T Coltman, Dr P Doulai, Mr O Garcia, Prof V Gosbell,  
Dr C Gulati, A/Prof P Laird, A/Prof F Naghdy, A/Prof G Naghdy and  
Prof J Seberry were on leave.  

1.2 Confirmation of Minutes from previous meeting held 6 March 2003  
The minutes of the previous meeting, held 6 March 2003, were confirmed.  

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

2. STARRING OF ITEMS FOR DISCUSSION  

2.1 Starred Items  
Items 7.11, 7.14 and 7.17 were starred.  

2.2 Unstarred Items  
All unstarred items were endorsed.  

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

3.1 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.

3.2 Staff

3.2.1 Workloads
The Dean reported that:
• the Faculty is required to complete a workloads form for every staff member, which includes Research Only staff;
• feedback regarding the workloads process should be forwarded to the Faculty Workloads Committee for review in July 2003.

3.2.2 ARC Linkage Grants (reported under item 7.11)
The Dean reported that the Faculty has only forwarded four Expressions of Interest for ARC Linkage Grants. It was noted that if area of interest for grant application falls within the core business of CRCs then they are unable to apply for an ARC. The Office of Research has been asked to provide a list of Commercial and Government Departments and Partners to open up new research opportunities.

3.2.3 University Internationalisation Committee (reported under item 7.11)
The Dean reported that there are grant funds available from the University Internationalisation Committee for strong linkages with International research groups and that more details can be found at: [http://www.uow.edu.au/governance/internationalisation.html](http://www.uow.edu.au/governance/internationalisation.html)

3.2.4 Enrichment Program
The Dean thanked SMAS for their hard work on the High School Student Enrichment Program; the Dean further noted that input from the other schools helps to ensure the success of the program.

3.3 Activities

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

3.3.2 Dean’s Merit List Luncheon
The Dean reported that a Dean’s Merit List luncheon would 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.

3.3.3 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.

3.4 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.

3.5 Other Campuses
The Dean reported that INFO101 was launched at Caringbah High School.

3.6 Students
3.6.1 UAI Bonus Points
The Dean reported that:
• a University committee had been convened to evaluate the allocated three UAI bonus points 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.

3.6.2 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.

3.6.3 Student Representatives
The Dean thanked the Student Representatives for their service on the Informatics Committee Meetings and wished them success into the future.

3.6.4 Student Representative Nominations
The Dean reported that 31 student nominations had been received and thanked staff for advertising the call for nominations. As nominations have exceeded vacancies, elections will be held in the Informatics Student Enquiry Centre on 30 April, 1 and 2 May.

3.6.5 2002 - 2003 Comparative Student Numbers (tabled)
It was noted that:
• total student numbers onshore in 2003 are down from 2002;
• the most significant drop in student numbers is in SITACS;
• offshore student numbers are also down.

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

3.8 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.
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;
- in response to the travel warnings regarding SARS, the Faculty is not sending anyone offshore for teaching, alternative delivery methods are being used;
- if travel is absolutely necessary, travel approval must be obtained and PV-C (Operations) Prof John Patterson and Senior Executive made aware of impending travel, as there are travel insurance implications.

4. Sub Deans’ Report
Dr Geoff Trott reported that:
- a FAQ document is soon to be circulated from ARD to teaching staff via Administration Assistants. It is recommended that staff familiarise themselves with the information within and retain a copy for future reference;
- the implementation of the recommendations from the RAPP Committee are at the working party stage;
- the working party is reviewing some recommendations such as: online assessment, discrepancies between the Codes of Practice for Teaching and the Codes of Practice for Students, grievance procedures etc;
- the working party has expressed concern that changes will rushed through without appropriate faculty consultation;
- the working party has also expressed concern that, if procedures for some practices are made too onerous, then those practices will cease e.g. in-session testing;
- the working party is reviewing assessment committee procedures and is determining the division of powers between Faculty and Schools. It is apparent that the procedure will require more documentation. All suggestions would be welcome.

Concerns were raised from the meeting regarding the possibility of the imposition of procedures from other faculties as a knee jerk reaction to the RAPP committee findings. The Sub-Dean supported the concerns and reported that discussions were being held at UEC level and that he will continue to report back to Faculty.

5. Heads of School Reports
5.1 Report from SITACS
Professor Peter Croll verbally reported that:
- no new staff have joined the school;
- currently there are no vacancies within the school;
- some staff have moved to building 39;
- the school has approximately 80 PhD students, a figure that is due to rise to approximately 100, and that the school will need space to accommodate them;
- A/Prof Minjie Zhang has been successful in her Linkage Grant application;
- the school will be holding its planning retreat on June 16 and 17, looking at Research.

5.2 Report from SMAAS
Prof D Steel verbally reported that:
he has been in England, for research purposes, thanks to a $75,000.00 grant from the IREX internal grants scheme and would recommend to others to investigate the funding opportunities from that scheme;

at a recent school meeting, discussion was held regarding the school becoming a member of the Maths and Sciences Group;

Song-Ping Zhu has been working on the development of new postgraduate course: Master of Financial Mathematics.

5.3 REPORT FROM SECTE

Prof J Chicaro verbally reported that:

- A/Prof Alfred Mertins has left the university and his position will be replaced at Lecturer level as the school’s staffing profile is currently top heavy;
- the school has three of the six CRCs on campus; these three CRCs are staff resource intensive which may explain the recent drop in applications from the school for ARC grants;
- the IEAust accreditation audit is due again, the school is putting in a joint submission with the Faculty of Engineering;
- the school is involved in joint degrees with Engineering, i.e. Bachelor of Engineering (Mechatronics).

It was noted that Prof Farzad Safaei would give a brief overview of the CRC for Desert Knowledge at the next faculty meeting.

6. DIRECTORS OF INSTITUTES REPORTS

6.1 TITR

Prof J Chicaro verbally reported that:
- Prof F Safaei’s position and role had not yet been finalised;
- Prof F Safaei had been working on the Canon project.

6.2 IMMACS

A/Prof T Marchant reported that:
- the quality grants exercise had been completed. Of 19 applications 16 were successful; $27,000.00 was allocated. As a result, a frenzy of activity is expected over the next few months;
- all programs have had fruitful first session meetings. Each meeting has been attended by either A/Prof T Marchant, A/Prof J Rayner or both.
- the ac3 high performance computing facility and UoW have appointed a technical support officer, Mr Weilang Wu, who will be based at UoW until the end of 2003. His role will incorporate helping users migrate their computer codes to the ac3 machines in order to run them in parallel mode. There will be an HPC awareness day in early May to introduce Weilang to the UoW users.
- all who are interested are encouraged to use the facility so as not to lose it.

7. COMMITTEE MEMBERS’ REPORTS

7.1 Academic Senate Academic Senate – A/Prof R Nillsen

Report on the Senate meeting of 12/3/03 (previously circulated)

1. VC's report.
   (a) Enrolments
   There has been an increase in first preferences for new students this year to come to UoW. There has been a jump in quality and quantity. The VC regards the trend as significant, which is contrary to the rest of NSW. We have a %
increase in first preferences, which is higher than elsewhere. The VC regards the "student centred" approach of the UoW as a reason.

International enrolments have also increased in 2002, but there is an "unusual balance". P/g international is down marginally. Study abroad is up this year.

(b) Planning conference
We do not yet have a definite date for review by the AUQA (Australian Universities Quality Agency). Because our review will occur late, it is considered it may be more stringent. We will be aiming to demonstrate "quality outcomes" to the AUQA. There was discussion on the fact that most international enrolments are in 2 Faculties, Commerce and Informatics. Need to try and broaden enrolment patters of international students. There is a need to increase the numbers of 'study abroad' students--domestic students who take overseas study as part of their degrees. Research outcomes not so good in 2002. We need to recover our research performance, for we are now out of the top 10 on a size basis. We need to be in the top 6 or so. It's very important for research funding and for our general reputation.

(c) The Nelson review
The Nelson proposals have been through cabinet and will now go to the Expenditure Review Committee. Most of the reports in the papers about the content of the Nelson proposals is probably accurate, but not, in the VC's view, the reports such as those saying there would be forced signing by staff of non-strike clauses should they wish to get research support. The barrier to variable HECS fees is expected to be lifted. This would benefit the Go8 universities, but it is anticipated that regional universities would receive funds to compensate for the anticipated loss of HECS revenue. Funding may well be performance based, including staff salaries and the undergraduate student level. Withholding exam results by staff may be illegal. Voluntary student union membership may be introduced because it's "politically smart", since it may reduce the cost for some of the more needy students. The changes in policy are expected out in April, but if they are delayed until the budget, this is likely to be a worse outcome for universities.

(d) Other
The VC commended the public lecture series put on by the Science Faculty. He referred to the achievements of Prof. Sharon Bell as Dean of Creative Arts and then as Dean of Arts, for she is to move to a position at Griffith University. The University is seeking to fill two chairs in Communications (Arts) and Information Systems (Commerce). He mentioned the 'new look' web site and library, and those injured in the Waterfall rail crash. Robyn Weekes has been appointed as EEO director. The VC mentioned the Miller case.

(e) Still under VC's report, the Pro VC(research), Professor Margaret Sheil commented that Government policies were forcing research in the direction of "quantity not quality".

2. IT.
There was extensive discussion, with presentations by the PVC(IT), Professor Ah Chung Tsoi, A/Prof Di Kelly and Dr Anne Porter. There is to be a forum on IT in April and I think a message on this has been circulated around the university. There was concern that IT policy, which had academic and research
impact, did not necessarily come before Senate—the procedural situation is unclear. Discussion mainly centred about the problems with WebCT and email at the beginning of session—especially the former. Some strong feelings were expressed, one view being that the problems with WebCT were "outrageous". The Pro VC responded by saying that as far as he was aware, the problems had been fixed and WebCT was running.

3. Chair of Senate's Report.
The Chair, Prof. David Griffiths mentioned the need to reach out to schools and commended the Science Faculty initiative referred to by the VC. A/Prof E Wilson has been appointed as a Chief examiner to one of the HSC subjects, economics I think. A/Prof Graham Williams is the University Representative on the HSC Scaling Committee. The VC (Academic) Prof Rob Castle mentioned the forthcoming audit by the AUQA (see above also), and said we would probably be in the last round, perhaps because the AUQA was happy enough with us for the present. Prof Castle also mentioned the implementation of the RAPP (Assessment procedures) report. One speaker expressed concern that the main finding in the report, concerning the influence of university culture on questions of standards and assessment, did not seem to have been adequately addressed, and expressed the view that the university's response to the AUQA should be strongly independent. It was also argued that the pressures on university standards would continue, as they have in research (see the Pro VC's remarks above) especially if the Government moves to performance based u/g funding. The web site concerning RAAP is to be updated to inform the university of the latest steps in implementation of the report. Prof Castle and Prof Patterson mentioned the problems with the time tabling for 2003.

4. There were resolutions concerning the policy on ethical objections by students on the use of animals and animal products in coursework for some degrees, and on the policy for supplementary examinations.

7.2 Faculty of Arts – Dr A Porter
Report from Meeting April 1, 2003
There were two main issues:
• The VC outlined the procedures for filling the position of Dean of Faculty. This has gone to external advertisement.
• PVC (Research) gave her presentation on University Research from the Bowral Planning retreat to the Arts Faculty.

7.3 Faculty of Commerce – Dr P Hyland
No report received.

7.4 Faculty of Creative Arts – A/Prof R Nillsen
No meeting.

7.5 Faculty of Education – Mr P Vial
Meeting of 9 April, 2003.

I arrived at 12:37pm as the Dean was reporting.
The Dean reported that there were advertisements for two Associate Professors, one in IT to replace John Edberg who has headed to Singapore. Also, there will be an awards night for staff and students on 17th of July. Marketing of graduate programs via an Ad Hoc committee was mentioned particularly in reference to providing offerings on-line.
The Dean tabled the Faculty budget indicating that he wanted to bring the budgetary process back to the faculty. He indicated that the faculty exec had taken considerable responsibility in this matter. The Faculty had a slight deficit forecasted. A key indicator was or is an 80% income spent on Salaries, leaving 20% to run the faculty. The Dean indicated that there was an emphasis to invest in Research and Teaching initiatives. The Dean then tabled and the committee passes a resolution, which allowed the Flexible Delivery and IT committee to distribute the computer budget.

It was pointed out that there would be a meeting of the Faculty Exec on Thursday to look at the strategic plan. Item 2.9 concerned Working through TESOL, Bev gave a talk about a centre that looked at English for Academic and Business perspectives or contexts. She indicated that no University in Australia or internationally operates in this area so the opportunities may be very wide. The proposal has been strongly supported by the Faculty Executive. The Dean then proposed that this be a strategic initiative and a chair be offered in this area, and the floor was opened to discussion. It was indicated that the nature of discourse of these communities (Academic and Business) and the associated Pedagogy in terms of teaching would be the focus. It was expected that this would lead to significant teaching and research components. The Dean then tabled the resolution and it was passed unanimously that such a chair should be created.

Item 2.10 concerned the recent Academic IT Forum held on 2nd of April 2003. It concerned the problems encountered with IT infrastructure. The Dean indicated that answers to the posed questions would be available in the next few weeks (via the Web I think, but not sure). A subcommittee to the Senate will report back with a series of recommendations. The Dean noted that we should not expect a significant improvement from ITS in the near term. He noted that SMP is now notifying staff of expected down periods for maintenance purposes and seem to be responding to concerns of staff. The Dean also noted that SARS has affected teaching commitments in IT Technology teaching in Hong Kong but not in Fiji. Also, CEDIR had approached the Dean about new standard survey. He has been told that you can now review your subject and how it works for students. They have done initial testing and want to do a whole year of testing at a subject level. It was indicated that it might be used for the DipEd and see how it works.

The Associate Dean Graduates indicated that they might soon have next year’s intake of 90 Canadian students despite the fact that Monash University is now directly competing with Wollongong and in fact using the same agent as Wollongong.

The Associate Dean Research indicated that they currently have 16 High Degree Research students. It was indicated that if students exist who are publishing but have not registered this with DETYA elsewhere then they should be pointed out so they can be registered. After talking with the PVC Research, who indicated that Research in Education was fine and since the PVC Research comes from a different discipline simply wanted to know what the requirements were for Education Research in terms of needed resources. The consultancy draft policy was still in development. Also, there was a proposal for 2003 to increase publication output and a discussion paper was proposed. Also there was a paper out requesting research web page comments. Also an End note template for the Faculty of Education has been developed.
There followed two presentations. One on Ethics and the other on Privacy. These are likely to be done at all Faculty meetings.

7.6 **Faculty of Engineering** – Dr L Dunn  
Report on Meeting from 21/03/03.  
- The new faculty structure for Engineering was presented. It is to consist of three schools - Engineering Physics; Civil, Mining, and Environmental Engineering; and Materials and Mechanical Engineering. Heads of School to be appointed for two years with a two-year option.  
- A new double degree was proposed - Bachelor of Science [Physics] – Bachelor of Mathematics.  
- Commencing student numbers have increased for 2003.

7.7 **Faculty of Health and Behavioural Sciences** – Dr D Bomba  
Nothing to report.

7.8 **Faculty of Law** – Mrs H Tootell  
- A few minor changes being made to course structure. Some concern about increase in student numbers and academic/student ratio.  
- Growth opportunities being considered.

7.9 **Faculty of Science** – Dr S Gower  
- Dr Kris French (subject to her approval) and Dr Paul Keller were elected un-opposed to the Academic Promotions and Continuing Appointments Committee.  
- Faculty of Science budget $8.3m of which 94% is for salaries. Compare Informatics budget of $12.2m.  
- Dr Mark Wilson appointed to Chair, Faculty Research Committee. One of Mark's goals is to improve the quality of publications and research grant applications.  
- Faculty General Staff invited to attend Faculty meetings. Terms of Reference do not allow for voting rights for General Staff.  
- Dean intends to set up a new website called “Science News” with items such as Grants and Awards, Staffing Changes, Internationalisation, OH&S, WAC, New Subjects and Courses etc. An email will be circulated drawing attention to the website.

7.10 **University Research Committee** – Prof J Hill  
Reported at Item 7.11.

7.11 **Faculty Research Committee** – Prof J Hill  
A/Prof J Hill verbally reported that:  
- Margaret Sheil is investigating a new ‘plan’ for research;  
- Margaret Sheil is part of a committee reviewing the Research Training Student Formula;  
- of the 22 applicants short listed for the ARC Centre of Research Excellence, eight were successful with a further eight being awarded Centres of Research (without the excellence);  
- Aapo Skorulis, Director, Office of Research will be attending the next Faculty meeting;  
- Suzanne Lipu, the new Research Training Librarian has joined the Library and will be organising workshops to assist students to target their research needs;
the Chair and Deputy Chair of the Faculty Research Committee are attempting to formulate an overview of the research needs and activities within the Faculty. Discussions are being held with Institutes, Centres, Schools and Co-ordinators. Members were asked to contact the Chair or Deputy Chair with any suggestions.

7.12 **University Education Committee** – Dr Anne Porter  
No report received.

7.13 **Faculty Education Committee** – Ms Anne Porter  
No report received.

7.14 **Library Committee** – Dr C Alcock  
Library Consultative Committee Meeting 14 March, 2003  
A copy of the Minutes of the LCC meeting and other material listed below will be made available from me or from your School Library representative.  
Summary Points:  
- Research Training Librarian position approved - two year limited term.  
- Library accepting responsibility for the reporting of University publications to DEST.  
- Copyright monitoring responsibility reporting to CAL. Brian Cox has replaced Michael Organ. Copyright group workshops can be arranged.  
- Increased number of databases provided. List of Faculty's electronic serials is available - listed by School.  
- Increased number of workstations for students and Research Help area provided on ground floor.  
- Library Building Extension proposed  
- Basic Collections at Loftus: working with TAFE  
- Changes to Reserve collection raised concerns regarding students' access. Formerly, students could enter reserve and use the material. Now they have to borrow material, presenting their card. If they have a fine of more than $60 they have no borrowing rights. The Library is happy to discuss this with students who have special problems about paying fines and need the material for course work.  
- Scholarly Communication: e-Prints, Pre-Prints, electronic archiving of research papers to enable wider access to current research: contact Ms Helen Mandl. Items available:  
  o Articles re: Scholarly communication and pre-print projects  
  o LCC Membership Terms of Reference  
  o Library Strategic Aims 2003  
  o Client Satisfaction Survey results  
  o Client Service Charter Brochure  
  o Faculty of Informatics Lists of Electronic Journals 2003  
  o Serials access graphs for all faculties - electronic and print compared  
  o Library Annual Report  
  o Three articles related to electronic archiving of research paper preprints.

7.15 **Report from the Faculty Librarian** – Ms A Meldrum  
No report.
7.16 **University Internationalisation Committee** – Prof J Cooper  
Reported under Item 3.2.3.

7.17 **Faculty WAC Committee** – Mr L Ohlbach  
Professor Joan Cooper verbally reported (on behalf of Mr L Ohlbach) that:

- the OH&S requirements are becoming more demanding;
- 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’, checking within the Faculty is currently underway;
- new and existing staff are to complete an OH&S Safety Induction Checklist; 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, these are available on the web at:  

8. **EXECUTIVE COMMITTEE REPORT FROM 10 APRIL 2003**

8.1 **Graduate Diploma in Internet Technology and Master of Computer Studies**  
The Committee reviewed the proposed Graduate Diploma in Internet Technology and changes to the Master of Computer Studies degree, as attached to the agenda, and the proposals were forwarded to the Secretariat for fast-track approval.

8.2 **BCompSc: Addition of Rule**  
**Resolution FAC.03/04:**  
It was resolved to approve the addition of the following rule, as attached to the agenda, 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.

8.3 **Ross Nealon and Richard Miller Prizes**  
**Resolution FAC.03/05:**  
It was resolved to approve the change of value of the Ross Nealon and Richard Miller prizes, as attached to the agenda, to $1,000 for each prize.

8.4 **Grievance Resolution Procedures for Students**  
**Resolution FAC.03/06:**  
It was resolved to approve the interim grievance procedures for students, as attached to the agenda, and place them on the Faculty website, subject to endorsement by the EEO Unit and the Dean of Students, noting that some minor changes may be made by Senate.

9. **REPORT FROM FACULTY RESEARCH COMMITTEE – 13 MARCH, 2003**  
(Dealt with under item 7.11.)

10. **REPORT FROM WORKPLACE ADVISORY COMMITTEE – 27 FEBRUARY, 2003**

10.1 **WAC Report**  
(Dealt with under item 7.17.)

10.2 **OH&S Safety Induction Checklist**  
**Resolution FAC. 03/07:**  
It was resolved to approve the adoption of the Checklist, as attached to the agenda, for all new staff and existing staff, and that all completed forms to be
filed on personnel files.

11. EEO SUMMARY REPORT
   The summary report of EEO meeting 7 February, 2003 was noted.

12. ANY OTHER BUSINESS
   No other business.

13. DATE OF NEXT MEETING
   It was noted that the next Faculty meeting is scheduled for Thursday, 10 July 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 3:00pm.

Signed as true and accurate record

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Chair

Ref: FAC.02/2003 (GK)
28 May 2003