UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of Meeting No. 3/2003 held on Thursday, 10 July 2003
at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Cooper, Ms S Barikzai, Ms L Burgess, Mr P Castle,
Prof J Chicharo, Dr CT Chou, Prof P Croll, Dr P Doullai,
Prof P Eklund, Prof J Fulcher, Prof A Ghose, Prof V Gosbell,
Dr S Gower, Dr C Gulati, A/Prof H Hasan, Dr Z Li, Ms A Meldrum,
A/Prof F Naghdy, A/Prof G Naghdy, Mr E Ha, Prof J Hill,
Mr N Java, Mr L Ohlbach, Ms S Parkes, Dr B 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, A/Prof D Siviter,
Dr D Stirling, Dr G Trott, Mr P Vial, Mr M Williams, Mr P Wong,
A/Prof T Wysocki, and A/Prof M Zhang.

IN ATTENDANCE: Ms S Dewhurst

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies from A/Prof C Alcock, Mr B Brown, A/Prof I Burnett,
Dr M Edwards, Mr M Foley, Dr J Goard, Prof J Hill, Mr P Hyland, Dr Y-
X Lin, Dr X-P Lu, Dr C McPhail, A/Prof T Marchant, Dr Y Mu, Dr M Nelson,
Dr P Nickolas, Prof R Safavi-Naini, Prof D Steel, Dr W Susilo, Ms H Tootell,
Ms K Ward, Mr B Webb, A/Prof G Williams, Dr A Worthy, Dr T Xia, Dr S-P
Zhu, Mr M Foley, Dr S Wilson, Ms M Khaper, and Ms Rahmani-Afoosi.

It was noted that Ms G Awyzio, Mr T Coltman, A/Prof P Laird,
A/Prof R Nillsen, Prof J Seberry and Mr P Caputi were on leave.

1.2 Confirmation of Minutes from previous meeting held 17 April, 2003
The minutes of the previous meeting, held 17 April 2003, were confirmed.

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

2. WELCOME NEW STUDENT REPRESENTATIVES
The Dean welcomed the new Faculty Student Representatives:
➢ Matthew Williams
➢ Michelle Khaper (apology)
➢ Neale Java
➢ Eric Kuen-Ha
➢ Venus Rahmani-Afoosi (apology)
➢ Samantha Parkes
who were elected to serve until 30 April, 2004.
3. **RESEARCH PRESENTATION**
   The Pro Vice-Chancellor (Research), Prof Margaret Sheil presented a report on the restructure of the University's research funding as follows:
   - In the past, research was funded through the URC, via institutes, centres and groups;
   - These were structured along four themes with 31 centres encompassing approx 90% of UoW staff, which equated to a small amount of money spread thinly;
   - This created a problem for Faculties with no discretionary funding available to support research;

   Under the proposed restructure:
   - The URC will fund 12 Research Strengths, encompassing approx 50% of staff, and Faculties which encompass the residual 50%;
   - Various existing grants will be rolled into the URC Small Grants category;

4. **INTERNATIONALISATION PRESENTATION**
   The Director of International Studies, A/Prof Di Kelly, presented a report on the internationalisation initiative, including an outline of activities scheduled for the upcoming International Week (4 to 8 August).

5. **STARRING OF ITEMS FOR DISCUSSION**
   The following items were starred for discussion:
   5. Dean’s Report
   6. Sub-Dean’s Report
   7. Heads of School Reports
   8. Directors of Institutes Reports
   9.1 Academic Senate Report
   10.6 Revised Course Proposal: Bachelor of Computer Science
   11 Report from the Faculty Research Committee

6. **DEAN’S REPORT**
   6.1 **Faculty Planning and Resource Report**
   The Dean reported that:
   - the Faculty Planning and Resource Report was distributed to Heads of School, the FRC and FEC and any feedback received has been incorporated;
   - the Report is a dynamic document;
   - it will be placed on the Faculty’s staff website;
   - any feedback or comment is welcomed.

   6.2 **Staff**
   6.2.1 **Workloads**
   The Dean reported that:
   - the summaries workloads are now on the Faculty web page;
   - this compares staff relativity.

   6.2.2 **Academic Senate Reps**
   The Dean congratulated the following staff who were elected as Faculty representatives on Academic Senate until 30 June, 2005:
   - Rei Safavi-Naini
   - Carole Alcock
   - Rod Nillsen
6.2.3 Probations and Promotions Committee Nominees

The Dean congratulated the following staff who were elected as Faculty nominees to the above two Committees:

Probations (for two years)
- Jennifer Seberry (Female Professor)
- Yan-Xia Lin (Female “other academic”)

and reported that a fresh call for nominations for the Male “other academic” has been made.

Promotions (for one year)
- Carole Alcock (Female sub-Professorial)
- Tad Wysocki (Male sub-Professorial)

and further reported that the full membership, with expiry dates, will be published on the Staff section of the Faculty’s website when the process is finished.

The Dean noted that these positions did not guarantee Probations or Promotions Committee membership as the Vice Chancellor and the P-VC (Operations) choose the membership of these Committees from submitted Faculty nominees.

6.3 John Hughes’ Report

The Dean reported that:
- the collection of monies currently carried by the three Schools will be centralised into the Student Enquiry Centre;
- the Faculty is looking to advertising a Research Manager / Associate Dean (Research) position which will manage the “industrial” side of research and will be funded out of additional International funds recently made available by the University;
- the Faculty is also looking to advertising a Professional Officer’s position to assist with the administration of research within the Faculty.

6.4 Reminders

- The Dean reported that Early Entry registration opened 1 July and that six registrations had been received by early morning on 2 July with the total now standing at 16.

6.5 Space

The Dean reported that:
- the Faculty is still negotiating for an appropriate location for SECTE’s newly-acquired Photonics equipment;
- the PG Coursework student lab in building 39 has now been allocated to PG Research students which complements the Honours lab;
- Building 39 and the small meeting room is now open 8:00am to 5:30pm Monday to Friday.

6.6 Students

The Dean spoke to the projected student numbers noting that:
- sixteen direct offers have been made and these, together with 11 through UAC, means approximately 20 new students are enrolling in semester 2;
- international numbers are not so good with 50–100 less than this time last year which is consistent with Session 1 being 1–120 down on last year;
• the Faculty is heavily dependent on China for its international students and that the International Manager is looking to diversify into India for student recruitment;
• the 2002 Graduate Starting Salaries report has been released citing our Computer Science graduates’ commencement salaries at an average of $44,000pa as against a national average of $39,000pa and with UoW graduate starting salaries overall 2% higher than the national average.
• enrolment is next Tuesday (15 July) from 10:30am in Building 20.

6.7 **Budget**
The Dean reported that:
• the University accepted the numbers submitted by the Faculty;
• these have been maintained for the next three years which has implications for the budget;
• the Faculty will receive more money next year but that this additional money will be taken up by the expected EB increases.

6.8 **Other**
The Dean reported that:
• the new Faculty web page will be uploaded shortly and email advice will be distributed;
• 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 domestic postgraduate offerings 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

7. **Sub-Dean’s Report**
The Sub-Dean reported that:
• the RAPP report is being addressed on various fronts;
• one of these is the Codes of Practice Committee looking at issues such as assessment practices;
• students can disenrol up to the end of week 9;
• past the above deadline, a ‘fail’ is recorded unless strong evidence is provided to indicate a different result;
• staff are strongly advised not to indicate anything to the contrary to the above.

8. **Heads of School Reports**
8.1 **SITACS**
Prof Peter Croll reported that:
• there have been several staff changes with some staff leaving and some new staff commencing;
• SITACS recently held a Planning Event which focused on research;
• the School has compiled a presentation for an IY Institute which will be presented to the P-VC (Research), Margaret Sheil;
• the Head is going on study leave for second Session;
• the Assistant Dean, A/Prof Carole Alcock, will be acting Head of School.
8.2 **SMAS**
A/Prof Ken Russell reported that many SMAS staff were attending an International conference in Sydney.

8.3 **SECTE**
Prof Joe Chicharo reported that:
- several staff were welcomed back from study leave;
- new appointments have changed the profile of the School with several young people at lecturer level;
- first and second year failure rates were a concern with an average 40% in service subjects;
- the above was the main driver in reviewing courses, specifically Computer Engineering;
- given that SECTE UAI requirements are quite high, there may be a lowering of Maths standards in High Schools to account for the failure rate;
- the School is in the process of developing a strategic plan for 2004.

9. **DIRECTORS OF INSTITUTES REPORTS**

9.1 **TITR**
Prof Farzad Safaei reported that:
- TITR’s structure is changing with an offer made to a Post Doc Fellow (from Switzerland) and another position now available;
- the Desert Knowledge CRD is moving ahead with at least one project confirmed;
- the Digital TV project is on the drawing boards.

9.2 **IMMaCS**
A/Prof John Rayner reported that the preparation and submission of a case for an institute in the next triennium has been our main focus recently. As is now widely known, the two SITACS programs in IMMaCS have been part of a submission based on SITACS research groupings. The separation has been entirely amicable. The remaining IMMaCS programs have been part of a submission for an Institute of Mathematical Modelling and Applications, to be headed by Tim Marchant.

In August IMMaCS will review the progress of its Quality Grants. It may be possible to augment existing grants and even to consider new short-term projects.

Koran Ward has done a good job with the seminar series, with several seminars in recent weeks.

10. **COMMITTEE MEMBERS’ REPORTS**

10.1 **Academic Senate** – Prof R Safavi-Naini
Senate 247th Meeting
VC report:
***Achievement of Faculty of Engineering (together with Commerce) in winning SAE formula race. (you have seen the email on this before with details such as the first time a non-US winner) This has been widely reported in media including last week’s Sunday Telegraph.

***Planning for Wollongong Innovation Campus is progressing steadily and getting approval from state and federal government is near completion. A decision has been made to do the development in partnership with a
development company, rather than in-house which could have been
diversion from the main University business of teaching and research.
A Research Mapping Exercise is underway to map the research
strengths in University to possible interested companies/partners.

***Recent research successes in Linkage grants has put University in
2nd position (out of 38) in terms of research intensity (research dollar/
operating grant). The first and 3rd are Murdoch and Melbourne
University, respectively.
Also Faculty of Health and Behavioural Sciences, Faculty of
Education and Faculty of Law have won large grants (around half a
million dollars) from various sources.
***PVC IT and David Fuller are negotiating a fibre optic link from
UW to UTS on a dollar for dollar basis with State and Federal
government. This will provide high speed connection to UTS and then
the rest of the world. Still need work and so further details cannot be
given.
*** AVCC response to Government's reform agenda is on the Web.
The main point is $1.5 b new money. The package is supported in
essence but there are issues that need to be raised and modified.
Important point is low level of indexation (2% for Universities against
5% for schools) and linking the package to workplace agreement. This
latter is softened with recent comment by Tony Abbott.
Also UW and U Newcastle are not considered regional universities and
not eligible for Regional Development Fund. Considering that
Wollongong has the highest unemployment in NSW, this is not a fair
treatment and VC will attempt to change that, if possible.
Chair of Senate report:
***Review of the role and function of Senate standing committee is
underway.
***Subjects with cross articulation with TAFE: U Newcastle is ahead
of others in offering subjects with reverse articulation of TAFE.
It was raised that BBA(Bachelor of Business Administration) in UW
has articulation both ways with a Hospitality course in TAFE.
More details on course offered by Universities for high school students
and also with TAFE articulation can be obtained from the Chair of
Senate.
Other issues:
***There was a discussion on the use of electronic devices and in
general what is allowed and not allowed in the exam, and how this
information is communicated to students was raised. Students can use
dictionary and since these days, dictionaries are electronic, this raises
problems. Also overseas students may not be able to appreciate the
meaning and implication of all the information that is sent to them.
Various methods to make this communication more effective,
including using SOLS, to send email a couple of weeks before exam
was suggested.
**Fac of Commerce proposal for Dean's Scholar's program was
defered to the next meeting. The main issue raised was that the
program allowed two students with the same courses to end up with
two different degrees: one with this special Scholar program and the other normal one.
A working group is investigating a similar degree for Informatics, Arts and Engineering possibly with different model. This will be discussed in ECAC.
***RAPP implementation is underway. The first consultation package is sent to the Faculties and the second one is underway. Based on Faculties' responses a draft policy will be proposed to be discussed in FECs and adopted after approval.
***PVC IT report:
(Most items had been circulated on the email before – for example response to supplementary questions being on Web, KPMG for review, internals and external reviews after WebCT problem – and so will be omitted).
-A new change management policy has been implemented where any change needs approval of the managers or his/her delegate or PVC IT.
-ITS is experimenting with a mirroring system so that if the system goes down the service is not interrupted, but will delay the deployment until the session break as it requires some system down time.
-Heavy rain two weeks ago affected Microwave link because the frequency is 8GHz. The use of 15 GHZ to reduce the effect of rain is considered now.
-The issue of email that has been sent to PVC IT as a personal email and inadvertently copied to others as subsequent emails, was discussed. It was said that it has been an unfortunate incident and apology was given for that.
-Chair of Senate urged comments to be constructive. Others, including some named in the email expressed their satisfaction with the current process of addressing questions on IT issues.
- An election was held and Rod Nillsen was elected to University Planning Committee: congratulations Rod.
Martin Bunder is retiring soon. His contribution to the University over many years and in many different roles, including the first Dean of Informatics was acknowledged.

10.2 Faculty of Arts – Dr A Porter
No report.

10.3 Faculty of Commerce – Dr P Hyland
No report.

10.4 Faculty of Creative Arts – A/Prof R Nillsen
No report.

10.5 Faculty of Education – Mr P Vial
Date: 11/6/03
Uni Function Centre Room 4
Meeting started at 12:35pm

The Dean started with his report
• Two Assoc Professors advertised and two people accepted and will arrive 14th July (I think, but am not sure, that one was in IT). A third has been
offered but had not accepted – the Dean indicated that this reflected the very high level of the interviewed applicants

- The career monitoring / mentoring process was commented on and was well in place at this stage

- The planning day within the Faculty would be on the 16th of July. The Dean indicated that this is now an important day and encouraged greater participation as only 15 staff members had notified that they would be attending. He outlined the following key issues for this planning day:
  - It will consider the Faculty strategic plan – the University has started a well-structured process with the Faculty plans plugging directly into the University Strategic plan. He pointed out that the Faculty of Education’s plan would then be used as a model for other Faculties and a vision needed to be looked at for the Faculty’s strategic plan.
  - It will look at the issue of teaching standards
  - It will look at work understanding the workload model in conjunction with the workload committee
  - On the issue of workload the Dean pointed out that the workload committee had taken input from staff earlier in the year and working subgroups had been organized. He noted that the Faculty of Educations workload model was more complex and sophisticated than other faculties. At this point the union rep pointed out that there was an anomaly in the loading for teaching and research. Research attracted a factor of 0.24 while teaching used a factor of 0.13, the teaching needs to be increased to 0.17 which will require an extra 10 staff members in the Faculty. The Dean responded by saying this issue will continue to be monitored.
  - The Dean welcomed a new member and congratulated one of the Faculty reps for winning their respective OCTAL award.
  - The Dean pointed out that they were in the process of negotiating a Service Level Agreement with Buildings and Grounds concerning cleaning services this coming Friday (13/6/03) and any issues he needs to be aware of should be quickly brought to his attention so they may be included in this negotiation if possible.
  - The Dean then talked about the University Timetable and then input was asked from the person (Peter) in charge of timetabling who proceeded to illuminate us on the following details concerning the timetable:
    - The timetable for 2003 did not use Syllabus Plus as the process was aborted early on. Thus the process will be re-started for 2004.
    - The advantage of the software is that you can associate tags between co-required subjects and lectures so that dependencies are involved and hopefully clashes of staff will be avoided (its expected that this won’t be able to occur – provided input data is correct and software works[my comment])
    - As a result the timetable for 2004 is expected to be very different to the timetable for 2003
    - Also, the system will be completely reset for 2005 and so it may very well be the case that the timetable for 2005 will be significantly different to the one provided in 2004
    - The Dean indicated that the timetable situation will be carefully monitored and some concerns were then raised by staff in a discussion. One of the concerns was the possibility that research may suffer due to the poor
timetabling of teaching through the week (no days where there is no face to face teaching during the week).

- The Dean raised the Nelson report and Budget and made the following points:
  - The detail in this report is complex and is being slowly released by the government. The Dean then gave an example by indicating that initially it looked like the faculty was in trouble because it would not be able to increase funds by raising HECs but then upon closer examination they believe they found a minor point concerning Nursing and Education for the practicums which may make funding of the practicum a separate item in terms of funding, as it is presently funded from the faculty’s budget — it is not clear if the faculty budget would then be decreased by the same amount and in any case this change would not be available till 2005 — also other details may still reveal other possible negatives which may impact the faculty directly.
  - At this stage Education is coming out about even
  - The Dean also indicated his belief that every Uni will increase HEC fees within the budget criteria
  - The Dean then Highlighted Item 3 which is other reports and this is the only item I stayed for as this day coincided with ECTE’s undergraduate Thesis presentations.
    - The chairman of the FEC had no report but did have a series of new subjects, one subject had been changed slightly but this was not done in the provided documentation, assurance was given that the change had been made other than that there were no issues raised and a series of new subjects were passed without opposition
  - The Sub-dean was sick so there was no report
  - The Associate Dean Graduates had no verbal report and instead referred to the written report. A Master’s program for Dip Ed students had been organized and was going ahead (aimed at Canadian students for marketing)
  - The Associate Dean Undergraduate had no report but Robyn Lumbey’s help in mentoring process was acknowledged
  - This then came to the report of the Associate Dean Research who had two motions to put. One was that the Faculty have a common research week where only research was undertaken and no face to face teaching (students were to be given assignments to fill their time). The other was to decide on which week it should be?
    - The resolution for the research week was moved and passed with two members opposing the motion
    - Great discussion followed on the week it should be. The original proposal was week 5, or 9, but weeks 6 and 10 were then added. Much of the discussion centred on the timing for practicums of various student groups. After a lot of participation it was decided to propose that week 10 be put forward as the week of research. This was then passed without opposition.
    - The Dean indicated that this was a trial only and it will be evaluated carefully to see if it has value or if there are equivalent ways to deal with this.
    - After some further discussion it was resolved that in November a report should be submitted to the faculty so that the outcomes of the week can be evaluated by the Faculty members.
At this stage I had to leave for thesis presentations. The time I left was 1:20pm.

10.6 **Report Faculty of Engineering** – Dr L Dunn
No report.

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

10.8 **Faculty Law** – Mrs H Tootell
No report.

10.9 **Faculty of Science** – Dr S Gower
No report.

10.10 **University Research Committee** – Prof J Hill
No report.

10.11 **Faculty Research Committee** – Prof J Hill
Reported at item 11.

10.12 **University Education Committee** – Dr A Porter
No report.

10.13 **Faculty Education Committee** – Dr A Porter
No report.

10.14 **Library Committee** – Dr C Alcock
No report.

10.15 **Report from the Faculty Librarian** – Ms A Meldrum
Just to let you know that I have returned from leave.
Please let me have any requests for library classes for next session as soon as possible to ensure room availability and adequate preparation time.
Please remember to forward all Reserve lists to Danica in Loans as soon as possible. Electronic Reserve material generally takes longer to process. These lists should be forwarded to Margaret Williams. The library requires reading lists for all subjects being taught in second session, particularly those being taught at Loftus, South Coast and Southern Highlands.

10.16 **University Internationalisation Committee** – Prof J Cooper
No report.

10.17 **Faculty WAC Committee** – Mr L Ohlbach
Meeting 15 May
   Buildings 3 and 39, Les Ohlbach – plan has been prepared
   Buildings 4 and 6, Brian Webb – still waiting
   Building 35, Frank Mikk preparing.

2. No designated first aiders in the School of Mathematics and Applied Statistics as these are provided by Physics and Geosciences for Building 15.

3. OH&S Noticeboards for buildings 3, 35 and 15. Suggested to use the old Faculty noticeboard in building 35. Dean agreed to fund two noticeboards – one for building 3 and one for building 15.
4. It was recommended that a student report be included as a regular agenda item. Student rep to receive WAC Committee membership training (UoW to pay).

5. Next meeting, 31 July.

11. FROM THE FACULTY EDUCATION COMMITTEE – 12 JUNE, 2003

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

11.2 Amendment to Pre- and Co-Requisites
Resolution Exec.03/09:
It was resolved to approve 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.

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

11.4 New Course Proposal: Bachelor of Mathematics Advanced (Honours)
Resolution Exec.03/11:
It was resolved to forward the proposal for the Bachelor of Mathematics Advanced (Honours,) as attached to the agenda, to Academic Senate Standing Committee for approval.

11.5 Amendment to 200-level Pre-requisites
Resolution Exec.03/12:
It was resolved to approve the amended pre-requisites, as listed in the attachment to the agenda, for MATH201, MATH202, MATH203, MATH204, MATH212, MATH222 and STAT231.

11.6 Revised Course Proposal: Bachelor of Computer Science
After discussion from the floor, the following resolution was passed.
Resolution Exec.03/13:
It was resolved to forward the proposal for the Bachelor of Computer Science to Academic Senate Standing Committee for approval, subject to:
(a) Sign-off from the Faculty of Engineering, and BIT Coordinator;
(b) Evidence of consultation with appropriate staff members regarding other affected degrees;

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.
11.7 **Minor Course Proposal: Digital Systems Security Major in BCompSc**  
**Resolution Exec.03/14:**  
It was resolved to forward 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, to Academic Senate Standing Committee for approval.

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

11.9 **Minor Course Proposal: E-Commerce Double Major in BCompSc and BInfoTech**  
**Resolution Exec.03/16:**  
It was resolved to forward 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, to Academic Senate Standing Committee for approval.

11.10 **Revised Subject: CSCI399 – Server Technology**  
**Resolution Exec.03/17:**  
It was resolved to approve 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.

11.11 **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 approve the introduction of the new subject CSCI317 – Database Performance Tuning, as attached to the agenda.

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

11.13 **Amendment to Pre-requisites**  
11.13.1 **ITCS436 – Detailed Design of Integrated Solutions for eBusiness**  
Current Pre-requisites: IACT305 or CSCI399  
Proposed Pre-requisites: IACT305 and CSCI213, or CSCI399
11.13.2 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 approve the above amended pre-requisites for ITCS436 and CSCI446.

11.14 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 approve:
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’.

The Faculty Research Committee Acting Chair reported that a proposal for a Student Conference Day has been forwarded to Heads of School for comment.

The proposed timetable is as follows:
• SMAS on November 26
• SITACS on November 27, and
• SMAS on November 28

Reported under 10.17 above.

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

15. PROBATIONS AND PROMOTIONS COMMITTEE
Reported under item 6.2.3 above.

16. REPORT ON STUDENT ENROLMENT NUMBERS
Reported under 6.6 above.

17. 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 Joan Cooper, Chair

Ref: FAC.03/2003
Solveig Dewhurst