UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  

Minutes of Meeting No. 4/2003 held on Thursday, 21 August 2003  
at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Cooper, A/Prof C Alcock, Ms G Azwyzio, Ms S Barikzai,  
Dr D Bomba, Mr B Brown, Ms L Burgess, A/Prof I S Burnett,  
Prof J Chicharo, Dr CT Chou, Dr P Doulai, Dr M Edwards,  
Prof J Fulcher, Mr O Garcia, Prof A Ghose, Dr S Gower,  
A/Prof N A B Gray, A/Prof H Hasan, Prof J Hill, Mr P Hyland,  
Ms M Khaper, Mr E Kuen-Ha, Dr J Lukasiak, Ms P McFarlane,  
Ms A Meldrum, Dr Y Mu, A/Prof G Naghdy, Dr M Nelson,  
Dr P Nickolas, M S Parkes, Dr I Piper, Dr A Porter,  
Ms V Rahmani-Afroosi, A/Prof J Rayner, Mr C Ritz, Mr D Robinson,  
A/Prof J Soar, Dr W Susilo, Ms H Tootell, Dr G Trott,  
Dr S Vilkomir, Ms K Ward, Mr B Webb, A/Prof G Williams,  
Mr M Williams, Dr S Wilson, Ms K T Win, Dr A Worthy,  
A/Prof T Wysocki, Dr T Xia and A/Prof M Zhang.

IN ATTENDANCE: Ms E Colella and Ms K Oborn

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Ms S Dewhurst, Prof V Gosbell, Dr Y-X Lin,  
A/Prof J Montagner, A/Prof F Naghdy, A/Prof K Russell, Prof F Safaei,  
Prof R Safavi-Naini, Dr D Stirling, and Mr P Vial.

It was noted that Prof P Croll, A/Prof P Laird, A/Prof R Nillsen, and Prof D  
Steel were on leave.

1.2. Confirmation of Minutes from previous meeting held 10 July, 2003
The minutes of the previous meeting, held 10 July 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 3, 4, 5, 6, 7.8, 7.11, 13.1, 13.2 were starred.

2.2. Unstarred Items
All unstarred items were endorsed.

3. DEAN’S REPORT

3.1. Update on Dean’s position
The Dean reported that applications close on 31 August with interviews to be  
held mid-September. There is a possibility of the new Dean taking up the  
position by end of September. The interim Dean will be  
PVC-R Prof Margaret Sheil.
3.2. **Staff**

3.2.1. **Workloads**

The Dean reported that:
- there are some staff issues with workloads and advised that those staff not happy with workload agreement are to use the grievance procedures to address the issues.

3.2.2. **Faculty Research**

The Dean reported that:
- a working party has been set up with Prof J Chicharo providing a report at agenda item 7.11.

3.2.3. **Reminders**

The Dean reported that:
- Early Entry is going well with more than 130 students already registered;
- performance of these past students was better than those students entering through other channels;
- study leave applications for session 1, 2004 are due at the end of August;
- Promotions and Probation due on 1 September.

3.2.4. **Space**

The Dean reported that:
- the Dean and Prof F Safaei have sent emails to PVC (Operations) Prof J Patterson regarding the issue of space. The interim Dean PVC-R Margaret Sheil is also aware of the situation.

3.2.5. **Students**

The Dean reported that:
- total EFTSUs is 40 higher than 2002 but not on campus;
- international numbers are down on those of 2002;
- “Options Day”, all student preference changes to be logged with UAC by midnight on January 5, 2004;
- Postgraduate Research Student day for 2003 is 9 October.

3.2.6. **Dean’s Scholars**

The Dean reported that:
- the Arts Faculty model works quite well;
- the Faculty needs to look for quality students than quantity of students;
- a proforma program is being developed for Dean’s Scholars course and will go to Senate at its next meeting. Once approved, development can begin. Dr Porter added that final Faculty proformas will go to the last Senate meeting of the year.
3.2.7. **Budget**

The Dean reported that:
- the budget is on target;
- the Faculty will not be using International monies to fund pay increases next year.

3.2.8. **ITS**

The Dean reported that there are two ITS working parties:
- Piracy and Server Security;
- Server Security centralising control into ITS is causing concern for the Dean who requested that Technical and Academic staff attend working party meetings.

3.3. **Other**

The Dean reported that:
- the Faculty Visiting Committee meeting was held on 1 August and was very successful. Feedback was requested on scholarships and the Committee suggested the University and the Faculty self-fund scholarships.

4. **Sub-Dean’s Report**

The Sub-Dean reported that:
- students can still add subjects but no longer withdraw;
- many students are asking for extra internet quota;
- the code for Honours has gone through Senate and covers both add-on and four year Honours. Information to go to FEC and IFC relative to any changes.
- he extended his gratitude to the Dean for her support and said it was a pleasure to work with her.

5. **Heads of School Reports**

5.1. **SITACS**

A/Prof Carole Alcock reported that:
- Neil Gray is acting Assistant Head and becomes acting Head in Carole’s absence.
- statistics are steady with 20 fewer EFTSU than in 2002;
- new courses BInfoTech and CSCI have been passed by Senate Standing Committee and now go to Senate;
- three new positions – Associate Professor IT, Lecturer Software Engineering and Lecturer Digital Media – were being advertised;
- she had attended the School Visiting Committee meeting;
- it was agreed to delete a SITACS journal from the Library Serials which had not arrived;
- funds are available for new subscriptions;
- there will be a trade show on 30 October for CSCI 321 projects and Honours student projects.

5.2. **SMAS**

A/Prof Graham Williams reported that:
- Prof Bunder and A/Prof Laird have retired and will return to the school in a 30% research capacity;
- A/Prof R Nillsen is the new Chair of the University Ethics Committee;
- Building 15 is undergoing refurbishment;
the Maths Education degree being run at Loftus commencing this year has so far been successful with all 10 students passing in session one. The University is offering six scholarships dedicated to this degree;

- Master Maths Finance degree has passed through the Senate Standing Committee and enrolments are expected to commence in 2004.

5.3. **SECTE**

Prof Joe Chicharo reported that:

- two new staff members have commenced – P Perinjatne and D Franklin;
- SECTE now has a full complement of staff;
- one new position is still to be negotiated;
- major course reviews are progressing well. There are two working parties – Computer Engineering and final year specialisation streaming;
- an excellent level of engagement was achieved at the staff forum on strategic planning. Draft report to go to Visiting Committee next week;
- the School’s management unanimously passed a motion to praise Joan Cooper’s leadership.

6. **DIRECTORS OF INSTITUTES REPORTS**

6.1. **TITR**

No report.

6.2. **IMMACS**

No report.

7. **COMMITTEE MEMBERS’ REPORTS**

7.1. **Academic Senate** – Prof R Safavi-Naini

Senate report 23 July 03

VC report

Staffing:

- Offer is made for the Professor of Communication and Media studies.
- Selection process for Dean of Arts is progressing: interviews are scheduled.
- Dean of informatics will be (last weekend and the next one) advertised.
- Wollongong Innovation Campus is progressing. Infrastructure such as electricity and water, and later fiber optics, are underway.
- Centre for Transnational Crime has established links with Nanyang Technological University in Singapore.
- $200,000 was raised by community and given to Faculty of Health and Behavioural Sciences for research into Schizophrenia.
- A Senate Review Committee is reviewing Nelson report on higher education. It has majority Labour Party members. VC will make a personal submission. AVCC is generally in support of the report because of extra money that will be put in the system (also see previous Senate reports on this) but requires some improvement.
- ALP policy on higher education will be out soon.
- EB has come to an end and we are at the early stage preparing of a new agreement.
- Medical School is being investigated. The type of medical school will be quite specific. Around 40-50 students and graduate based. State level funding will be guided by Illawara Health Services recommendation which
is in favour of the proposal. If the plan goes ahead it will be a big gain for the region.

- Joan Cooper will be leaving Wollongong to take up the position of PVC academics in Flinders. VC commended Joan for her achievements and her various contributions and roles around University, including the position of the Dean of Informatics and called her ‘one of the greatest leaders of this University’.

Chair of Senate:

- It was pointed out that the discussion with ITS about IT services and infrastructure is ongoing. Questions can be directly put to ITS/PVC IT through the Web or through the Senate Chair.
- Michael Birt's debate will be on 26 August.

Other matters:

- A question was raised about replacement of blackboards with white boards around campus. It was pointed out that less than 25% boards are blackboards. No immediate plan for replacement but they will be gradually replaced.
- As part of digitisation of theses library requires an electronic copy of theses. This is compulsory but it is possible to put up to 2 years ban on making the copy publicly available.
- A proposal to separate the fine system of the Library and closed reserve was put forward with the aim of ensuring students are not dis-advantaged and will not be denied access to course materials. This will be further pursued by student admin. Currently there is one system and so fines will stop access to closed reserve.
- A proposal to allow the name of referees for Honours theses to be withheld was discussed but was not approved. The arguments for it included allowing referees to freely express their opinions and those against it included the names can be obtained under Freedom of Information Act, anyway.
- High Schools that are in the geographic region of the University will receive 3 bonus marks. This will include Schools in Southern suburbs of Sydney and is a change from previous situation that only schools from Bulli to Kiama received the marks. Newcastle and UWS have also geographic locations with a similar bonus system.

7.2. **Faculty of Arts** – Dr A Porter reported that:

- there is a dispute with casual staff over pay rates;
- Buildings and Grounds are issuing invoices for space – now nominal but Arts believes it may become a reality in the future.

7.3. **Faculty of Commerce** – Dr P Hyland

No report.

7.4. **Faculty of Creative Arts** – A/Prof R Nillsen

No report.
7.5. **Faculty of Education** – Mr P Vial  
Report on Faculty of Education Meeting held 6/8/03  
The meeting started at 12:36pm

The Dean Reported:
- After welcoming new and seconded members of staff and visitors the Dean pointed out that they were looking at staffing needs for 2004  
- The deputy directors and sub-deans were now in place within the Faculty  
- The Dean outlined the study leave situation as received from sub-committee  
- The Faculty planning day was a success, and the resultant publications are nearly finished and the final report is due shortly  
- Building 23 beautification the Dean said he has a quote, is quite expensive and there is a dispute in terms of who should pay for it – ie there seems to be a push to make the Faculty pay for a buildings refurbishment  
- Concerning the timetable for 2004 the Union and Management have agreed that there should be no meetings at lunch time on Thursdays and Fridays, which means the Wednesday meeting time slot will remain through 2004  
- Ontario College of Teachers have approached the Faculty to provide professional development for teachers (one of only 3 such Australian Universities) which was probably from positive feedback from former Canadian students. The Faculty has made an application to become a supplier in line with the requirement that existing teachers must obtain 14 ‘credits’ every 5 years in Canada.  
- The Sub-Dean reported on a few items such as the timing and preparation for discovery and enrolment days (enrolment is 21/1/04). A proposed increase in overseas students AISL score from 6.5 to 7 (out of 9) was proposed, discussed and approved. The Faculty handbook idea was discussed, a folder type book which could be given to every undergraduate and postgraduate and updated by changing the appropriate section in the folder (loose leaf but ring bound).  
- The Associate Dean Undergraduate reported that they were replacing version 5 with version 6 of the restructuring report attached to the agenda. The timetabling is going to be a nightmare. DET interviews had been very successful with feedback from those on the selection committee indicating the Faculties students compared well with those from other Universities.  
- The Associate Dean research representative mentioned URC grants and the formation of research groups.  
- The Loftus campus director reported that practicum starts next week (week 4), they have 40-50k of scholarships which will be used next year at Loftus.  
- The new TESOL subjects were approved as attached to the agenda.  
- The Dean pointed out that in 2004 the academic teaching session was starting one week earlier.  

Next meeting will be 18th of October 2003

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

7.7. **Faculty of Health and Behavioural Sciences** – Dr D Bomba  
No report.
7.8. **Faculty Law** – Mrs H Tootell  
No report. Will distribute an email.

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

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

7.11. **Faculty Research Committee** – Prof J Hill reported that:

- Small grant applications ($5,000 - $20,000) due 15 September. 12-14 successful applications in 2002.
- ARC Linkages applications due 28 November. Must notify Office of Research of intention to submit by 8 September.
- APA(I) grants – matching funds from industry to equal ARC’s contribution. Funds can be 50% cash and 50% in-kind from industry.
- Industry Fellowships available involving working for one year with industry partner.
- Research Student Day 9 October. Supervisors advised to check website and talk to students.

Dr Steve Gower gave a presentation based on the proposed funding model in PVC-R Margaret Sheil’s Green Paper:

- Money to flow back to faculty from RTS.
- Current 38 institutes which collectively provide 90% of income to be reduced to the 12 producing 85% of income.
- Increase student numbers in research strengths from 45% to 70-80%.
- FRC criteria for Strategic Initiatives funding.
- Funding retained by URC.
- URC requirements for faculty funding.
- Faculty buy-in determinants for Strategic Initiatives Funding.
- Considerations for Institute applications.
- Benefits for HDR students and staff not in research strengths.
- Outlined performance data for Faculty Research Statement.

Prof Joe Chicharo, Chair of Research Structure Party verbally reported on its progress:

- Faculty producing ¼ - ? of total research productivity in the University.
- Acknowledged that there should have been a female member on working party.
- Both SITACS and SMAS Institutes were knocked back.
- Strategic Research Plan needed to underpin Institute applications.
- PVC-R is interested in performance per capita – a clear identification of research excellence.
- Working towards Strategic Research Plan to underpin Institute proposal applications.
- Key strengths need to be identified.
- Plan of assistance to develop research excellence.
- Further discussion to take place in SMAS, and to be discussed at next WP meeting.
- Discussion and forums within Academic units initially with whole of faculty presentation before moving to next stage.
John Fulcher commended Prof Chicaro on his initiatives and the approachability of the working party.

The Dean invited Student reps to ask questions.

7.12. **University Education Committee** – A/Prof F Naghdy
Dr A Porter reported in A/Prof F Naghdy’s absence that:
- UEC have requested that all Honours theses be run through Turniton to identify plagiarism; a working party is looking into this;
- a second working party is looking into the type of information that can be extracted from COGNOS. Faculty need to have input into this;
- RAPP2 consultancy package has passed through UEC and now goes to Standing Committee and Senate;
- University’s teaching and learning strategic plan is to go to the next Senate meeting.

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

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

7.15. **Report from the Faculty Librarian** – Ms A Meldrum
No report.

7.16. **University Internationalisation Committee** – A/Prof G Williams
No report.

7.17. **Faculty WAC Committee** – Mr L Ohlbach
- The audit inspection plan for buildings 3, 39, 17 and 35 are complete; waiting on Brian Webb to provide details for buildings 6 and 4. This plan includes floor plans and checklists for each building.
- Funding for OH&S noticeboards in buildings 3 and 15 have been approved. A request for two lockable noticeboards to be installed will be made shortly once locations have been agreed upon.
- WAC survey has been completed, which indicates that most committee members need to undertake training.

8. **EXECUTIVE COMMITTEE REPORT FROM 7 AUGUST 2003**

8.1. **Course proposal: Master of Computer Studies**

**Resolution Exec 03/22:**

It was noted that the proposal for the Master of Computer Studies, as attached to the agenda, has been fast-tracked directly from the Faculty Education Committee.

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

9. **REPORT FROM THE FACULTY RESEARCH COMMITTEE – 3 JULY, 2003**
Dealt with under item 7.11.
10. REPORT FROM WORKPLACE ADVISORY COMMITTEE
   Dealt with under item 7.17.

11. EEO SUMMARY REPORT
    The summary report of EEO meeting held April, 2003 was distributed.

12. PROBATIONS AND PROMOTIONS COMMITTEE
    Reported under item 3.2.3 above.

13. OTHER BUSINESS
    13.1. **Development of a Graduate Diploma in Informatics**
           A verbal report was given by International Coordinator Academic Ms Penney McFarlane.
           • Issues of students unable to enrol in Masters without a Bachelors Degree, or not meeting required standards.
           • Students wanting permanent residency looking for two-year program prior to studying for Masters.
           • Faculty losing students to Commerce because they cannot be accommodated by Informatics currently. Student numbers down from 350 in 2002 to 280 in 2003.
           • Low level Masters students can be directed into new Graduate Diploma.
           • Discussion with Commerce then go to FEC.

    13.2. **Vale Prof Joan Cooper**
           A/Prof Graham Williams thanked the outgoing Dean, Prof Joan Cooper, for her contribution to Faculty, and
           • proposed that a photo of Joan be displayed in the Faculty, and
           • congratulated her on her appointment to Flinders University.

           Dr Carole Alcock called to give thanks to Joan for her contribution to Faculty.

           The Dean responded to the vote of thanks.

14. DATE OF NEXT MEETING
    It was noted that the next meeting is scheduled for Thursday, 9 October, 2003, at 1:30pm in the Faculty meeting room 39/150A.

    There being no further business, the Dean thanked members for their attendance and closed the meeting at 3.05pm.

Signed as a true record

_____________________________________________________
Professor Joan Cooper, Chair

Ref: FAC.04/2003
Kim Oborn