1. Preliminary Business

1.1. Apologies, Leave of Absence
Apologies were received from Ms L Burgess, Mr P Castle, Dr CT Chou, Dr S Gower, Ms M Khaper, Dr J Lukasiak, A/Prof F Naghdy, Mr C Ritz, Prof F Safaei, Ms G Scimone, A/Prof D Siviter, Ms H Tootell, Mr P Vial and A/Prof M Zhang.

It was noted that Mr P Caputi, Mr T Coltman, Prof P Croll, Dr C Gulati, A/Prof P Laird, Ms K Michael, A/Prof R Nillsen, Mr D Robinson, Mr W Tibben and were on leave.

1.2. Confirmation of Minutes from previous meeting held 21 August 2003
The minutes of the previous meeting, held 21 August 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 and 7.10 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 presentations for the Dean’s position are to be held on 3 November in the UniCentre Function Room. All staff are welcome to attend.
and provide feedback. The Faculty Executive Officer will advise arrangements for presentations when details are finalised. Interviews will be held on 4 November. Prof J Patterson and Prof M Sheil to attend a dinner with the candidates on the evening of 3 November.

3.2. **Staff**

3.2.1. **Workloads**

The Dean reported that:
- the Working Group met on 14 August and any grievances regarding workloads are to be forwarded to the Workloads Committee through the Dean;
- the workloads section of the website is now protected (use email username and password).

3.2.2. **Faculty Research**

The Dean reported that a working party meeting was held on 9 October with another to be held on 23 October.

3.2.3. **Reminders**

The Dean reported that the union has voted in favour of industrial action on 16 October and staff were reminded that there should be no penalty to students who do not attend class on this day.

3.2.4. **Activities**

The Dean reported that:
- Early Entry went well and thanked those involved on the day, particularly Chris Bray for her co-ordination.
- a synopsis of results of 2001 Early Entry student analysis is on the web. The full report is available from the Faculty Executive Officer.
- the American Chamber of Commerce publication containing the Faculty’s article has been delivered and is available for perusal and distribution.

3.2.5. **Students**

The Dean reported that:
- Options Day (replacing Information Day) is scheduled for 5 January 2004 and that UAC preferences close midnight on that day. Staff from each school will need to be available to provide advice on the day.

3.2.6. **Budget**

Prof David Steel provided a 2004 budget update noting:
- a shortfall in the proposed 2004 budget;
- that the Faculty is to receive a 0% increase for 2004 compared to a 7.5% average increase across other Faculties;
- that the projected Faculty surplus for this year will be used to finance the shortfall.
3.2.7. **ITS**

The Dean reported that:
- Faculty representatives on the Software Piracy and Server Management working parties are Les Ohlbach, Daniel Franklin and Ian Burnett.

3.3. **Other**

The Dean reported that:
- the Postgraduate Expo was held in Sydney in August;
- a Faculty brochure has been developed for distribution through the Sydney Business School and Faculty offerings are now available on Sydney Business School web site.

4. **SUB-DEAN’S REPORT**

The Sub-Dean reported that:
- five new courses have been proposed since last meeting;
- there has been a reduction in the number of requests for increase in internet quota compared to last year.

5. **HEADS OF SCHOOL REPORTS**

5.1. **SITACS**

A/Prof Carole Alcock reported that:
- the three advertised positions; A/Prof (IT), Lecturer (Software Engineering) and Lecturer (Multimedia) have been shortlisted for interview;
- Dr Jeffrey Soar has resigned. A draft advertisement has been prepared for an A/Prof Health Informatics/eHealth position;
- Ms Guilia Scimone has been appointed for three months as an Associate Lecturer;
- discussions are taking place with Prof Steel for off-campus teaching support position requirements;
- Mr Phillip Ciufo is to consider options for service subjects for SECTE and Engineering;
- a draft proposal for new Software Engineering Degree to be presented at the next School meeting;
- the inaugural Trade Show will take place on 30 October. CSCI321, IACT450/950 and BIST Hons projects will be demonstrated. The Vice Chancellor has agreed to open the show; thankyou to all involved in its organisation;
- ECAC was held on 4 October to revise BcompSci and BinfoTech degrees;
- preparation for all 56 individual exams completed and sent to Printery;
- there are six staff Probations applications and three staff Promotions applications. Prof Sheil to meet with all staff going for Probation or Promotion with interviews scheduled to be held 11 and 12 November;
- fifteen small grant applications have been submitted from the School;
- it would be useful to know what percentage of DEST publications were from SITACS;
- Summer Scholarships may be offered again this year to potential Honours and postgraduate students.
5.2. **SMAS**
Prof David Steel reported that:
- a High School information evening was held recently resulting in 50 Early Entry applications for Maths degrees;
- Master Maths Finance degree has passed through Senate and ECAC.

5.3. **SECTE**
Prof Joe Chicharo reported that:
- one position is to be re-advertised after the appointee decided not to take up the offer;
- the School is focussing on research. A recently-held research forum has had positive outcomes including quite a few research initiatives. He has suggested a research only week to think about proposals for next year;
- a suggestion at the Deans and Heads meeting was to introduce a Faculty wide activity setting aside 2–3 weeks for research only.

6. **DIRECTORS OF INSTITUTES REPORTS**

6.1. **TITR**
Prof Joe Chicharo reported on behalf of Prof Safaei that:
- Prof Safaei is currently out of the country looking at research and training opportunities overseas.
- a Digital TV Test and Performance Centre should be up and running within 3–6 months. Fragmentation of the industry is responsible for the delay.
- he had meetings in Melbourne on 8 October investigating CRC opportunities in Digital Media.

6.2. **IMMACS**
A/Prof John Rayner reported:
- that he, A/Prof Marchant and Prof Steel met with PVC-R Sheil to discuss making a case for becoming a research strength. They were advised that their case was unlikely to be considered until mid-2004. He has suggested that SITACS and SMAS make an application mid-2004.
- his understanding of the new research model to constitute research funding as the university’s role with no Faculty funding for research beyond 2004.

7. **COMMITTEE MEMBERS’ REPORTS**

7.1. **Academic Senate**— A/Prof Carole Alcock.
Report on the meeting of Academic Senate held on September 3, 2003.

1) As reported by David Steel, the following Faculty proposals were accepted:
   - (i) The major changes to the Bachelor of Computer Science and associated minor changes to several other degrees.
   - (ii) The restructure of the Bachelor of Information and Communication Technology.
   - (iii) Introduction of the Master of Financial Mathematics
   - (iv) The Bachelor of Mathematics Advanced (Honours).

(i), (ii) and (iii) will now go to ECACs.
2) Access to Digitised Theses was raised at the last Senate meeting. The University Librarian, Felicity McGregor reported that it was standard that a two year embargo be placed on access to theses and that information relating to digitisation of theses has been made available through the Library’s web site.

3) Elections for five Academic Senate reps on the University Education Committee were conducted.

4) In the absence of the Vice-Chancellor, reports were submitted by three of the PVCs:

4(i) PVC Academic: Rob Castle reported on the Dubai campus.
- There were currently 1500 students on the Dubai campus (approx. 1,000 eftsus) and that it was expected that this was expected to increase to around 2,000 with the September intake.
- At present, courses offered were from just two faculties: Informatics and Commerce, but it was expected that this would extend to other faculties (eg Education) in the future.
- Other demographics relating to the campus and the new premises were also mentioned.
- The Academic Board for the Dubai campus will send minutes to the UOW Senate.

4(ii) PVC IT Ah Chung Tsoi reported that:
- Optic Fibre link to Sydney was announced on Tuesday. Within 5 years it was anticipated that the speed would be upgraded to around 10 gigabytes/sec.
- WebCT currently appears to be working smoothly.
- Security issues were raised regarding the two recent worm attacks.
- Attention was drawn to the AVCC Piracy draft paper. Particular reference was made to the problems of music piracy. The University will need to ensure that problems are avoided. To this end, file sharing for students and staff has been closed down. Those with a legitimate use requirements need to contact ITS about this.

4(iii) PVC Operations John Patterson reported on Enterprise Bargaining, Promotions and Probations and Timetabling:
- Enterprise bargaining - Two formal meetings so far where a number of issues were raised. It was felt that these were positive, but that ethics precluded elaboration at this stage.
- Probation and Promotion some issues regarding Nominees but this was being addressed.
- Timetabling: The draft programme would be available by 19th September. Feedback is needed. Errors, erasures and other required changes should be reported. It was expected that the final timetable will be available by Mid November.
5) The Chair of Senate, David Griffiths reported that:
   • The debate proposed for late August would be held later this year.
   • An issues paper relating to the Dean’s Scholars proposal had been distributed to the Faculties.

6) Anne Porter raised issues relating to changes in the laws relating to Privacy, Copyright, Licensing agreements, etc. and how this might affect staff. Particular emphasis was placed on whether software loaded on machines for work purposes could be used for personal purposes.

7) An EEO/AA committee report was presented. Work was continuing on policy review.

8) The application of the new Honours guidelines was discussed. These guidelines would be applied to students in accordance with when they enroll for their degree.
   • Add on Honours would have the rules applied from 2004.
   • Where Honours was the fourth year of a degree, application of the guidelines would relate to when they first enrolled in this degree.
   • For students enrolled before 2004, the old guidelines will still apply.

9) Naming of the Degrees for the Dean’s Honours programme would be decided by the November meeting of Senate.

10) An amendment to “Conflict of Interest” safeguards contained in the Biosafety Committee Operating Procedures was proposed and passed.

7.2. Faculty of Arts – Dr A Porter
   No report.

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
   Faculty of Education Meeting held 1st of October 2003
   There was nothing of major interest to our faculty in this meeting. This report includes some general areas as usual.
   The Dean made a verbal report which included the following:
   • Some new positions in Phys Ed and TESOL were becoming available
   • The funding model for the faculties operations were at about 85% funding
   • The faculty was putting together data for part time teaching
   • Study leave submissions were ongoing with some individuals told to proceed for 2004 and others being invited to submit for 2005
   • A motion was put by the Dean that staff should be available two weeks before the start of Autumn session to do workload formulas and any other pre-teaching session matters – this motion was passed without opposition
   • The Faculty of Education’s Christmas party was tentatively scheduled for December the 12th
• Mention was made and reference was given to newspaper reports concerning Brendan Nelson’s recent legislation for Higher Education reform. It was noted that many issues that were contained in the legislation were considered agendas that the Federal government had indicated that they would not pursue. In fact the legislation was antagonistic and in some places vindictive and unnecessary. It was pointed out that the NTEU would propose a national strike on the 16th Oct 2003, which was premature as the legislation is disliked by management and unions and academics and it was likely that the legislation would be blocked in the senate.

The Associate Dean Under Graduate contributed the following:
• A resolution that required the software program ‘Turn it in’ to be used to check for plagiarism was withdrawn due to lack of student notification and the late timing in the year – it will be put again at a later date where students will be told in advance that their thesis submissions will be checked via this program
• A new subject ‘Project in Early Childhood’ was submitted and approved by the Faculty of Education.

The Sub-Dean reported the following:
• She (Pauline) reminded all staff that had said they would contribute to the Faculty Handbook of the associated deadlines
• Showed a flowchart of the application of the plagiarism procedures.

The Acting Associate Dean (Graduate) (Wilma Vialle) reported the following:
• There were good prospects for the DipEd despite competition from other institutions
• A Successful graduate academic committee planning day was held last week which had the following points:
  o There was some rationalisation in postgraduate offerings in light of diminishing numbers (of students??)
  o There was talk of using simultaneous delivery of content to postgraduate and undergraduate students
  o Some subjects may become online (WebCT) type presentations though this would be done without dropping quality
  o Some need to develop specialisations such as learning theories and evaluation and assessment techniques
  o There will be a new Masters of Education which will not impact or require development of further curriculum as this will be aimed at teachers who have been practicing and wish to update their knowledge (generally older students)
  o There was a discussion of online delivery and quality assurance issues with online delivery
  o They will be introducing a planning pro-forma for all incoming post grad students (help with delivery and communications)

The Associate Dean Research then provided the following points:
• The Post graduate research day would be held on the 9th Oct and it starts at 3:30pm
• Currently have 8 students and 3 staff members attending the associated dinner
• The Faculty of Educations research plan / green paper series is going to URC on Thursday 29/03 – and the Associate Dean and Dean will work on this plan
• The postgraduate annual progress reports were now due and staff should expect students will approach them any time now.
• The Dean made the comment at this stage that the URC applications were very strong and he congratulated those who had submitted them this year.

Timetabling was discussed and the motion was passed that it be recommended to John Patterson (Pro Vice-Chancellor Operations) that the Faculty of Education meetings should be in the 11:30-1:30pm time slot on Tuesdays. This was to avoid the clash with the official university business free periods (non teaching and non-meeting) proposed for 2004 of Wednesday and Thursday 12:30pm-1:30pm every week.

7.6. Report Faculty of Engineering – Dr L Dunn
New course subject proposals and changes to 2004 handbook were discussed.

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

7.8. Faculty Law – Mrs H Tootell
No report.

7.9. Faculty of Science – Dr S Gower
The 7 representatives on Senate for the Faculty of Science are:
• Dean and Associate Dean ex officio
• Professor Mark Walker (Biology)
• Assoc Pro Will Price (Chemistry)
• Assoc Pro Colin Murray-Wallace (Geosciences)
• Assoc Pro Audrey Wilson (Chemistry)
• Dr Kristine French (Biology)
A Bachelor of Nanotechnology to be introduced in 2004

7.10. University Research Committee – Prof J Hill
Prof Jim Hill reported that:
• Postgraduate Research Student Day was being held on campus on 9 October.
• Sharon Hughes and Prof David Steel made presentations on ARC applications. Last date to indicate intention to the Office of Research is 17 October.
• Linkage Grant applications can still be lodged.

7.11. Faculty Research Committee – Prof J Hill reported that:
• there were 23 Small Grant applications lodged for the Faculty – 1 SMAS; 15 SITACS; 7 SECTE.
• Informatics Faculty is disadvantaged by the no computer rules for some grants.
• he is trying to do something about the no computers rule and the no conference travel rule.
7.12. **University Education Committee** – A/Prof F Naghdy  
No report.

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  
- The library is in the process of weeding books from the computing science area 001.64. This number has not been used since 1989. Some titles have been identified as still relevant for teaching and these will be reclassified to a new call number. I would like to express my appreciation for all the advice and assistance I have received.
- Reminder that I work from the Sub-Dean’s Office in Building 3 on Tuesday afternoons 2-5 pm. Please feel free to drop in or ring for an appointment.

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

7.17. **Faculty WAC Committee** – Mr L Ohlbach  
No report

8. **EXECUTIVE COMMITTEE REPORT FROM 2 OCTOBER 2003**

8.1 **Amendment to Pre-requisite for ECTE953 – Report**  
SECTE has requested that the pre-requisite for ECTE953 Report be amended to read:  

A WAM of 72.5% for the full-time first session load (i.e. four six credit point subjects, including ECTE955 *Advanced Laboratory*).  
The current pre-requisite is ECTE955 *Advanced Laboratory*.  

**Resolution FAC.03/23:**  
It was **resolved** to approve the amended pre-requisite for ECTE953.

8.2 **Progression to ME-Res or PhD**  
SECTE has requested that the requirements for students who wish to articulate from the Master of Engineering Studies (MEngStud) or Master of Internet Technology (MIT) to a Master of Engineering – Research (ME-Res) or Doctor of Philosophy (PhD) in SECTE be changed as follows:  

**MEngStud** to **ME-Res or PhD**  
**Current:** WAM of 67.5% or higher  
**Proposed:** WAM of 67.5% or higher and satisfactory completion of ECTE953

**MIT** to **ME-Res or PhD**  
**Current:** WAM of 72.5% or higher  
**Proposed:** WAM of 72.5% or higher and satisfactory completion of ECTE957
**Resolution FAC.03/24:**
It was resolved to approve the following changes to WAM effective from 2004:

(i) requirements for articulation from the MEngStud to a SECTE ME-Res or PhD degree be changed to “a WAM of 67.5% or higher and satisfactory completion of ECTE953” and

(ii) requirements for articulation from the MIT to a SECTE ME-Res or PhD degree be changed to “a WAM of 72.5% or higher and satisfactory completion of ECTE957”.

**8.3 Deletion of Options in BE degrees (attached)**
Please refer to the attachment for further information.

**Resolution FAC.03/25:**
It was resolved to note that ECTE282, ECTE283 and ECTE392 are no longer listed as options available in the BE degrees in Computer, Electrical and Telecommunications Engineering.

**8.4 Renaming of NDC Prize (attached)**
The NDC Prize for ECTE457 must be renamed the Telstra Wholesale Prize due to Telstra’s re-absorption of NDC.

**Resolution FAC.03/26:**
It was resolved to approve the following changes:

(i) the renaming of the NDC Prize as the Telstra Wholesale Prize, and

(ii) the consequent changes in wording to the prize conditions.

**8.5 Replacement of ECTE364 in BE (Internet Engineering) Degree**
SECTE has requested that the subject ECTE364 Telecommunications Networks 1 be replaced by CSCI213 Java Programming and the Internet in the BE (Internet Engineering). This change is required as there is currently an overlap of material with ECTE291/292, which are core subjects in this degree.

This proposal has been ratified by the SECTE Education Committee, and the SECTE School Committee.

**Resolution FAC.03/27:**
It was resolved to approve, effective from 2004:
That the subject ‘ECTE364 – Telecommunications Networks 1’ be replaced by ‘CSCI213 – Java Programming and the Internet’ in the Bachelor of Engineering (Internet Engineering) degree.

**8.6 Deletion of ITCS437**
SITACS wishes to delete the subject ITCS437 Security, Risk Management and Control in E-Commerce from 2004 as there is too much overlap in content with a core subject for the BInfoTech, IACT301.

This subject is also offered as ITCS937, which will not be deleted.

**Resolution FAC.03/28:**
It was resolved to approve that:

(i) ITCS437 – Security, Risk Management and Control in E-Commerce be deleted from 2004; and

(ii) the 900-level equivalent subject, ITCS937, will continue to be offered.
8.7 **Addition of Rule to BM(math) (Adv)**

The BM(math) (Adv) is an elite degree for high achieving students, however currently the degree rules do not require students to continue to perform at a high level after they are admitted. It has become evident over the time that the degree has been offered, that the University should be able to remove underachieving students from this course and move them into the standard BM(math) degree.

Accordingly, SMAAS has requested that the following requirement be introduced into the BM(math) (Adv) degree:

- Continuation in the Bachelor of Mathematics (Advanced) (code 762A) will normally be dependent upon achieving an average of at least 75% each year. Students who do not meet the required average will be transferred to the Bachelor of Mathematics degree (code 762).

**Resolution FAC.03/29:**

It was resolved to approve effective from 2004, the addition of the following rule to the BM(math) (Adv) degree:

- Continuation in the Bachelor of Mathematics (Advanced) (code 762A) will normally be dependent upon achieving an average of at least 75% each year. Students who do not meet the required average will be transferred to the Bachelor of Mathematics degree (code 762).

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8.8 **Wollongong University College – Diploma in Information Technology**

Supporting information was attached to the agenda.

**Resolution FAC.03/30:**

It was resolved to approve the Wollongong University College proposals for the Diploma in Information Technology and Diploma in Information Technology – Industry Based (CISCO Systems CCNA™) and to forward it to Academic Senate Standing Committee for approval, subject to the following being addressed by Wollongong University College to the satisfaction of the Faculty Education Committee Chair:

- Articulation from the Diploma to the Faculty’s degrees should be clearly outlined, and evidence of approval of this articulation agreement must be provided.

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8.9 **Response to Dean’s Scholars and Advanced Degrees Issue Paper** (attached)

At the last Faculty Education Committee meeting it was requested that a working party meet to discuss the Dean’s Scholars and Advanced Programs Issue Paper prepared by David Griffiths, Rob Castle and Gillian Luck.

The working party met and the attached *Response to the Issue Paper* is based on the discussion at that meeting. The paper was circulated to all Faculty Education Committee members and the Heads of School before being forwarded to Academic Registrar’s Division as the Faculty input into the issue of Dean’s Scholars degrees.

**Resolution FAC.03/31:**

It was resolved to approve the response to the Dean’s Scholars and Advanced Degrees Issue Paper, as the Faculty input.
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. **OTHER BUSINESS**
    There being no other business the Dean thanked members for their attendance and closed the meeting at 2.35pm.

12. **DATE OF NEXT MEETING**
    It was noted that the next meeting is scheduled for Thursday, 20 November, at 1:30pm in the Faculty meeting room 39/150A.

    Signed as a true record

    ________________________________
    Professor Margaret Sheil, Chair

Ref: FAC.05/2003
Kim Oborn