Minutes of Meeting No. 6/2003 held on Thursday, 20 November 2003 at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof M Sheil (Chair), A/Prof C Alcock, Dr D Bomba, Mr B Brown, A/Prof I Burnett, Dr C T Chou, Dr P Davy, Prof J Fulcher, Prof V Gosbell, Dr S Gower, A/Prof N A B Gray, Prof D Griffiths, A/Prof H Hasan, A/Prof T Herrington, Ms M Khaper, Mr E Kuen-Ha, Dr X P Lu, A/Prof P McKerrow, Dr Y Mu, Dr M Nelson, Dr P Nickolas, Ms S Parkes, A/Prof J Rayner, Mr C Ritz, Ms G Scimone, Prof J Seberry, A/Prof D Siviter, Prof D Steel, Dr W Susilo, Dr G Trott, Mr P Vial, Ms K Ward, Mr B Webb, A/Prof G Williams, Mr M Williams, Dr S Wilson, Ms K T Win, A/Prof T Wysocki, Dr T Xia and A/Prof M Zhang.

IN ATTENDANCE: Ms K Oborn.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Dr J Abrantes, Ms G Azwyzio, Ms S Barikzai, Mr P Castle, Prof J Chicharo, Ms S Dewhurst, Dr M Edwards, Dr J Goard, Mr N Java, Dr Y-X Lin, Dr C McPhail, A/Prof J Montagner, A/Prof F Naghdy, Dr B S Perera, Mr D Robinson, Prof F Safaei, Mr D Saffioti, Ms H Tootell, Dr A Worthy, and Dr Jian Tao Xi.

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, and Mr W Tibben were on leave.

1.2. Confirmation of Minutes from previous meeting held 9 October 2003
The minutes of the previous meeting, held 9 October 2003, were confirmed.

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

2. PRESENTATION
Ms Elen Seymour, the University’s Legal Compliance Officer gave a presentation on the University Privacy Policy which was introduced in 2002. Concerns were raised by some staff members about the availability of information on SMP and the difficulty in not being able to filter information before extraction. The Chair put on notice these issues to be passed onto Academic Registrar’s Division.

3. STARRING OF ITEMS FOR DISCUSSION

3.1. Starred Items
Items 4, 5, 6, 8.1 and 8.14 were starred.

3.2. Unstarred Items
All unstarred items were endorsed.
4. DEAN’S REPORT

4.1. Update on Dean’s position

The Dean reported that:

• Prof Joe Chicharo has been appointed as Dean and will take up the position on Monday 1 December 2003.

• the Head of SITACS Prof Peter Croll has resigned from the University effective 10 January 2004. Prof Sheil acknowledged Prof Croll’s contribution to the Faculty.

4.2. Staff

The Dean reported that:

• there is no University concessional day gazetted for 2 January 2004.

• a copyright monitoring process is to be conducted for SITACS and SMAS between 15 December 2003 and 7 March 2004.

• building 3 security upgrade has commenced. This will be a three-stage implementation with intrusion detection system to be functional by Christmas. Remaining two stages – video surveillance equipment and card access – to be implemented progressively from the commencement of the New Year.

• SITACS and SECTE Heads are to be replaced. Prof Patterson is in the process of talking with staff from both Schools. A/Prof N Gray, A/Prof C Alcock and A/Prof P McKerrow to look at the recruitment process for the vacant positions.

4.2.1. Promotions

The Dean reported that promotions have now been completed and an email will go out advising of successful applicants shortly.

4.2.2. Faculty Research

Dr Steve Gower provided update at item 8.11.

4.2.3. Activities

The Dean reported that:

• an article similar to the one submitted to the American Chamber of Commerce publication will be submitted to the UK/Europe Chamber of Commerce publication (Trade Route Australia) and called for appropriate projects to be highlighted in this publication be submitted to the Faculty Executive Officer by the end of November.

• an article is to be submitted once more to the upcoming EDGE publication which focusses on the ICT industry. Research projects appropriate to be covered in this publication are to be submitted to the Faculty Executive Officer by the end of November.

4.2.4. 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.

• improved facilities for Postgraduate Coursework students is still on the Deans and Heads agenda.

• Undergraduate Scholarship interviews were held 18-20 November.

• first preference numbers for the Faculty are down by about 80, but projected numbers are about as expected at 320. Heads of Schools,
Executive Officer and a Marketing representative will meet on Tuesday 25 November to discuss short-term strategies to boost numbers.
- forced offers process to commence with reports being generated on December 17 and phone calls commencing December 19.

4.3. Other
The Dean reported that:
- Graduation will take place December 15-19, with Faculty graduands split over 4 days. Staff will be needed for Academic procession on all four days.
- Emeritus Professor nomination for Joan Cooper has been approved and will be conferred at the afternoon ceremony on Friday 19 December.
- an EFTPOS machine was installed in the Faculty Enquiry Centre on Monday 10 November.
- the University’s ESRI site licence (GIS software) has been renewed for 2004 with Faculty contribution being $4,000.

4.4. Reminders
The Dean reported that OCTAL Award nominations close on 28 November.

5. Sub-Dean’s Report
The Sub-Dean reported that:
- there have been a number of students who have changed course within the Faculty.
- plagiarism problems in SITACS and SECTE are not reducing.

6. Heads of School Reports
6.1. SITACS
A/Prof Carole Alcock reported that:
- presentations for A/Prof IT position will be held on Monday 24 November with interviews being held on Tuesday 25 November.
- a group consisting of A/Professors and above are looking at Software Engineering advertisement. Another group is looking at Coursework Masters degree.
- the inaugural Tradeshow held recently was very successful and will probably run again in 2004.
- the Faculty of Creative Arts will be advertising for a Senior Lecturer’s position which will be shared with Creative Arts on a 50% basis. The person appointed will teach into our multimedia degree.
- there were difficulties in processing the large number of scholarship applications we received this year. In 2004 SITACS propose commencing the process from September with management of this taken up by the School Research Committee.
- Early Entry applicants will be invited back on 5 December to view new strands available, particularly those not covered in the UAC guide.
- Research Student Day is Thursday 29 November in the UniCentre Function Centre.
- staff are encouraged to participate in graduation; a roster has been setup for this purpose.
6.2. **SMAS**
Prof David Steel reported that a part-time Admin Assistant position has been created in the School to support South Coast and Loftus campuses.

6.3. **SECTE**
Prof Vic Gosbell reported that:
- the School is eagerly awaiting a replacement for Prof Joe Chicharo who has been appointed Dean.
- final year student thesis presentations were held over two days during stuvac.
- a recent Visiting Committee meeting endorsed the School’s Strategic Plan.
- a successful Trade Fair for 2nd and 3rd year project management courses was held in October.
- two staff forums were held to look at; strategic plan and course reviews.
- two IEE functions have been held:
  - A BBQ and presentation by Bruce Williamson, member of the Visiting Committee;
  - Two students attended IEE evening at Sydney University where one student won equal 3rd prize for thesis presentation.

7. **DIRECTORS OF INSTITUTES REPORTS**

7.1. **TITR**
No report.

7.2. **IMMACS**
No report.

8. **COMMITTEE MEMBERS’ REPORTS**

8.1. **Academic Senate** – A/Prof Carole Alcock
Report on the meeting of Academic Senate held on November 19, 2003.
- A lengthy discussion took place about the merits of supporting both a Windows platform and an Apple platform. Prof Tsoi advised that the Apple platform may not be supported in the future.
- The majority of courses passed through Senate without changes.
- Concerns were expressed about three WUC diplomas.
- ECAC issues were discussed with the focus being on how to decide when an ECAC was needed and what defines a minor or major change.
- Items on notice:
  - Assessment and assessment guidelines.
  - Minimum amount of progress.
- The Vice Chancellor reported on a number of items:
  - Opening of Loftus Centre on 17 November.
  - Graduation ceremonies.
  - 2004 applications campus wide are ok.
  - Lobbying to continue for a Medical School.
  - Innovations Campus commencing mid-2004.
  - AVCC latest meeting discussed.
  - Research Consortium in Commerce.
• A process is being put into place to bring sub-degree courses more closely into line with other university degree courses. A report to Senate will be on the web from 25 November.

• Academic Senate Terms of Reference are now under review, last review more than 10 years ago. The new Terms of Reference will be under public scrutiny and will also appear on the web and are to go to Academic Senate Standing Committee in 2004.

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

8.3. Faculty of Commerce – Dr P Hyland
No report.

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

8.5. Faculty of Education – Mr P Vial
No report.

8.6 Report Faculty of Engineering – Dr L Dunn
• Discussion of new Materials Laboratory.
• Discussion with Bill Damachis re China and scientific agreement.
• Discussion of new staff positions required for Physics by Roger Lewis.

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

8.8 Faculty Law – Mrs H Tootell
No report.

8.9 Faculty of Science – Dr S Gower
No report

8.10 University Research Committee – Prof J Hill
No report.

8.11 Faculty Research Committee – Dr S Gower
Dr Steve Gower reported that:
• there were 7 successful applicants for Small Grants. Requests for funding totalled $345,055.89 with $64,000 being allocated. Feedback to be provided to unsuccessful applicants.
• there were 28 domestic postgraduate scholarship applications of which 20 qualify for fast-tracking which will take place 21 November.
• seven international postgraduate scholarship applications were received and ranked.
• 170 domestic and 174 international postgraduate scholarship applications were received campus wide. Approximately 60 domestic and 6 International scholarships will be offered. Ranking of scholarships by URC to take place on December 4.
• input is required on items to be considered for Faculty funding for 2004.
8.12 University Education Committee – A/Prof F Naghdy
No report.

8.13 Faculty Education Committee – Dr A Porter
No report.

8.14 Library Committee – Dr C Alcock
No report.

8.15 Report from the Faculty Librarian – Ms A Meldrum
Safari Tech Books Online
Thankyou to all staff who have responded to my request for assistance in selecting new e-book subscription titles from Safari Tech Books Online. I need all responses by the end of November please. We plan to reappraise the subscription list for Safari annually to keep it relevant and to capture new titles and new editions to old titles.
Titles will also be incorporated into the library catalogue to ensure easy access. Please remember to advise me of any titles included in reading lists to ensure that these titles do not ever get dumped off the subscription list.

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

8.17 Faculty WAC Committee – 30 October 2003
- The Workplace audit plan has progressed as follows:
  - floorplans for all Faculty buildings are now available
  - generic checklists will be compiled before the next WAC meeting
- A request was tabled regarding obtaining electronic copies for floorplans from Buildings and Grounds.
- First Aid signs have been strategically positioned on the first and second floors of Building 3.
- First Aid Officer contact details along with first aid kit location details are contained on First Aid signs located in each building occupied by Faculty except building 39.
- Extended blackout procedures and some minor equipment are needed.
- Duty of care and due diligence training has been recommended to WAC members.
- Smoking is still a problem at building 3 entrances and recommendations to move fixed ashtrays to ground floor entrance have been made.
- Testing is to be conducted on all microwave ovens.
- Safety of the campus’ northern perimeter fenceline is under review with RTA.
- A draft policy on responsible consumption of alcohol at university functions is being prepared.
- WAC member training to increase to a minimum of 12 hours in 2004.
- Faculty WAC representatives to be nominated to liaise with OH&S Committee to improve the lines of communication.
9. **EXECUTIVE COMMITTEE REPORT FROM 23 OCTOBER 2003**

9.1. **Revised Co-requisite for INFO202**

SECTE has requested that CSCI213 *Java Programming and the Internet* be made a co-requisite for INFO202 *Project* so that the students enrolled in INFO202 are at the same level and have some JAVA programming skills.

- **Current Pre-requisites:** (CSCI111 or CSCI114) and ECTE195
- **Current Co-requisites:** ECTE291 or ECTE283
- **Proposed Pre-requisites:** Unchanged
- **Proposed Co-requisites:** CSCI213 and (ECTE291 or ECTE283)

*Resolution FAC.03/32:*

*It was resolved to approve that from 2004 the co-requisite for INFO202 – Project be amended to read CSCI213 and (ECTE291 or ECTE283).*

9.2. **Revision of Prizes**

To bring current SITACS prizes into line with the new Computer Science subjects, the following changes to prize conditions are required:

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<tr>
<th>PRIZE</th>
<th>Prize currently awarded for:</th>
<th>Prize to be awarded for:</th>
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<tr>
<td>Cashcard Australia Ltd</td>
<td>CSCI111 &amp; CSCI102</td>
<td>CSCI114 &amp; CSCI102</td>
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<tr>
<td>Nortel Networks First Year</td>
<td>CSCI121</td>
<td>CSCI124</td>
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<tr>
<td>SITACS Visiting Committee</td>
<td>CSCI101 &amp; CSCI102</td>
<td>CSCI102 Systems</td>
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*Resolution FAC.03/33:*

*It was resolved to approve the following revisions to prize conditions from 2005 (based on 2004 results).*

(i) *The Cashcard Australia Ltd Prize will be awarded for CSCI114 and CSCI102, rather than for CSCI111 and CSCI102.*

(ii) *The Nortel Networks Australia First Year Prize will be awarded for CSCI124 rather than for CSCI121.*

(iii) *The SITACS Visiting Committee Prize will be awarded for CSCI102 rather than for CSCI101 and CSCI102.*

9.3. **New Prize – GETRONICS Australia Pty Ltd Prize**

*Resolution FAC.03/34:*

*It was resolved to approve the introduction of the Getronics Australia Pty Ltd Prize, to be awarded for the first time in 2004 as outlined in the attachment to the agenda.*

9.4. **INFO911 – Revised Prerequisite**

INFO911 was designed to be accessible to students from a wide range of backgrounds. This subject is also offered at the undergraduate level as INFO411, where the prerequisite appropriately restricts students from enrolling in the subject in first year. However, as postgraduate students have already completed 36 credit points of study in their undergraduate degree, the prerequisite is superfluous for INFO911 students.
SMAAS wishes to delete the current prerequisite for INFO911 Data Mining and Knowledge Discovery:

Current Prerequisite: 36 credit points.
Proposed Prerequisite: None.

Plus add the following information on the Subject Database under Additional Information: “Knowledge of mathematical and statistical notation at an introductory level is assumed”.

Resolution FAC.03/35:
It was resolved to approve, effective from 2004, the following changes to INFO911 Data Mining and Knowledge Discovery:
(i) Deletion of the current prerequisite; and
(ii) Addition of the following phrase under Additional Information on the Subject Database: “Knowledge of mathematical and statistical notation at an introductory level is assumed”.

9. REPORT FROM THE FACULTY RESEARCH COMMITTEE
Deal with under item 8.11.

10. REPORT FROM WORKPLACE ADVISORY COMMITTEE
Deal with under item 8.17.

11. OTHER BUSINESS
There being no other business the Dean thanked members for their attendance and closed the meeting at 3:15pm.

12. DATE OF NEXT MEETING
It was noted that the next meeting date will be advised when the meeting schedule for 2004 has been established.

Signed as a true record

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Professor Margaret Sheil, Chair

Ref: FAC.06/2003
Kim Oborn