UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of Meeting No. 1/2004 held on Thursday, 11 March 2004
at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Chicharo (Chair), Dr J Abrantes, A/Prof C Alcock,
Ms G Azwyzio, Mr B Brown, Mr P Caputi, Dr P Ciufo, Dr P Davy,
Dr P Doulai, Mr O Garcia, Prof V Gosbell, Dr S Gower,
A/Prof N A B Gray, Prof D Griffiths, Dr C Gulati, A/Prof H Hasan,
A/Prof T Herrington, Mr P Hyland, Dr I Kharitonenko, Dr X P Lu,
A/Prof P McKerrow, Dr Y Mu, A/Prof F Naghdy, Dr M Nelson,
Dr P Nickolas, Dr P Ogunbona, Dr B S Perera, Dr A Porter,
Dr P Premaratne, Ms V Rahmani-afoosi, Mr C Ritz, Mr D Robinson,
A/Prof K Russell, Prof F Safaei, Prof R Safavi-Naini, Prof J Seberry,
A/Prof D Siviter, Prof D Steel, Dr D Stirling, Dr W Susilo,
Ms H Tootell, Dr G Trott, Mr P Vial, Dr K Ward, Dr S Wilson,
Ms K T Win, A/Prof T Wysocki, Dr L Ye, A/Prof M Zhang and
Dr SP Zhu.

IN ATTENDANCE: Ms K Oborn and Ms K Sheridan.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Mr P Caputi, Ms S Dewhurst, Dr M Edwards,
Mr E Kuen-Ha, Dr W Li, Dr C McPhail, Ms A Meldrum, A/Prof G Naghdy,
Ms S Parkes, Dr I Piper, Mr B Webb, A/Prof G Williams, and Dr Jiantao Xi.

It was noted that Dr D Bomba, Prof J Fulcher, Dr Z Li, Dr Y-X Lin,
A/Prof J Rayner, A/Prof K Russell, Mr P Vial, Dr A Worthy and Dr T Xia were on
leave.

1.2. Confirmation of Minutes from previous meeting held 20 November 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. STARRING OF ITEMS FOR DISCUSSION

2.1. Starred Items
Items 8 and 10 were starred.

2.2. Unstarred Items
All unstarred items were endorsed.

3. DEAN’S REPORT

3.1. Staff
The Dean reported that:
• the Faculty has recruited two major groups as a result of the closure of the
  Motorola Australia Research Centre as follows:
3.2. Students
The Dean reported that:
- there has been a drop in undergraduate student numbers mainly in SITACS; the current number of 325 is 90% of the 364 target.
- International numbers across the Faculty is significantly up by 35%.
- South Coast campuses are experiencing significant difficulties in terms of new student numbers. The Loftus campus is holding its own.
- Shoalhaven campus should see an increase in numbers due to TAFE introducing a new articulation course next year.

3.3. Faculty Planning Resource Report
The Dean reported that:
- a SWOT analysis has been completed.
- an EEO component is being developed in conjunction with Robyn Weekes.
- a draft is to be ready within a week and a special Faculty-wide meeting held to discuss the following week.
- a final version is due at the end of March.

3.4. International
The Dean reported that:
- John McKelvey has left the University and it is expected that Faculties will assume management control of international offshore programs, including the invoicing.
- Bill Damachis and the Dean are reviewing all of the Faculty’s offshore programs. Significant challenges have been identified in existing partnership arrangements.
• a process of strict due diligence and review for new and existing partners will be introduced.

• Bill Damachis and the Dean were instrumental in getting the accreditation of the Dubai IT College back on track during a recent visit. The Dean sees significant potential for growth for the Informatics Faculty in the Dubai Campus.

3.5. Budget
The Dean reported that the Faculty has a budget surplus, however, the impact of the recently announced wage rise is unclear in terms of who is going to pay for it. The PVC(O) will be holding talks with the VC to clarify the situation.

3.6. Research
The Dean reported that:
• there has been a record number of ARC Discovery grant submissions from the Faculty.
• it is not yet clear how much research funding will be allocated by URC and discussions are continuing with the PVC(R).
• a similar amount of funding to last year has been awarded to existing R&D groups. This is an interim measure only until the funding issue can be resolved.
• the PVC(R) has indicated that she is unlikely to consider any submissions for new research strengths this year.
• Professor Farzad Safaei has tendered his resignation as Director of TITR.

3.7. Initiatives
The Dean reported that:
• Digital TV initiative is ongoing and a request for $3.5mil is being made to Canberra.
• there will be a new CRC bid (Telcore). Professor Ogunbona will be taking the lead in terms of the bid process and research agenda development representing our interests.
• Prof David Steel has secured an in-principle agreement from ABS who will sponsor a Professorship position in SMAS. The PVC(R) has agreed to support the Statistical Consulting initiative proposed by Prof Steel.

3.8 Other Issues
3.8.1 Space
The Dean reported that:
• Heads have been asked to conduct a space analysis and provide details on their requirements.
• the new Building 6 is on the table for open discussion and subsequent consideration by the VC.
• Photonics lab construction has been approved and is going ahead.
• Ultra Wide Band group is close to moving into the new premises in Building 39.

3.8.2 Heads of School Positions
The Dean reported that:
• PVC(O) met with SECTE in early February to activate the process of choosing a Head of School. He is now waiting on the School to come back with a suitable advertisement.
4. **SUB-DEAN’S REPORT**
   No Report.

5. **HEADS OF SCHOOL REPORTS**

5.1. **SITACS**
   A/Prof Carole Alcock welcomed all new staff to the School and reported that:
   - replacements are still to be made for Geoffrey Soar who has resigned and David Bomba who is on secondment to Centre for Health Services Development during session one.
   - Associate Lecturer’s position to assist with off-campus teaching has been filled.
   - PVC(O) visiting on Thursday 18 March to outline procedures for filling the Head of School position.
   - space needs for staff, research students and visitors have been given to the Dean.
   - Coursework Masters lab is to remain for Coursework students with some research students using it.
   - Summer Scholarship projects were successful; thankyou to Safia Barikzai, Doug Siviter, Debra Montgomery and Sonia Jennings for their input.
   - Discovery Day was a success with thanks to those who contributed to the program.
   - Daniel Safiotti was involved with the High School Enrichment Program with Maths and gratitude was extended to him for his commitment.
   - Workload interviews should be completed within the next two weeks.
   - the School Research Committee Terms of Reference are being formulated.
   - there are four service subjects being considered for SECTE/Engineering.

5.2 **SMAS**
   Prof David Steel reported that:
   - the completion date for the Building 15 renovation is unknown.
   - six good quality ARC Discovery applications were submitted. The Statistical Consultancy Service reviewed over 60 ARC and NHMRC applications for the university prior to submission.
   - the position of 1st year mathematics coordinator no longer exists. Each subject has a coordinator responsible for Wollongong campus and, if necessary, Loftus campus. A team of staff has been formed to coordinate the larger subjects.
   - the PVC(R) and the Dean have agreed to the establishment of a Centre for Statistical and Survey Methodology, starting mid-2004. An additional senior lecturer in statistics is to be appointed. An ARC Postdoctoral Fellowship application has been made and, if successful, will be based in the centre.
   - the ABS has agreed in principle to fund a chair in Statistical Methodology, initially for 5 years, commencing in 2005. The position will be based in the new centre.
   - these new developments along with strong performance in Applied Mathematics could lead to the eventual recognition of the research strength in Mathematics and Statistics.
5.3 **SECTE**

A/Prof Fazel Naghdy reported that:

- the School strategic plan for 2005 is being worked on.
- the advertisement for Head of School will be to Faculty Office by Monday 15 March.
- a new model has been adopted for degree reviews. All 1st year Computer Science subjects are to be revamped in consultation with SITACS.
- Bachelor of Internet Engineering degree has been abandoned due to lack of interest.
- there were seven ARC Discovery grant applications from the School.
- the School has identified the need to have two additional general staff members, one an Admin Assistant and the other a Stores Manager. Negotiation is underway with the Dean to establish the feasibility of such appointments.
- Undergraduate student numbers have been maintained. Postgraduate numbers are significantly up. There has been a 100% increase in MIT and Master Engineering Studies degrees.

Discussion from the floor revolved around lack of postgraduate space and interim plans for operating whilst Building 6 is being rebuilt.

6. **Committee Members’ Reports**

6.1 **Academic Senate** – A/Prof Rodney Nillsen

*Report on the meeting of Academic Senate held on 3 March, 2004.*

The Vice-Chancellor reported on the following:

1. The University is to be audited by the AUQA in 2005, likely to be in May. This is considered to be important, especially in relation to our reputation in the international arena—that is, from the point of view of getting enrolments.

2. International week is to be in August, to celebrate international diversity within the University.

3. In Dubai we now have 1300 students, and we may have 2000 by the end of the year. Some of our programs are being looked at by a Committee appointed by the UAR (in IT and education I think), with a view to accreditation.

4. Enrolments this year are ‘on target’. There are increased numbers of international students. As they are full fee paying there is no problem about accepting them. The University is trying to accept as many students from the local region as it can.

5. The University is now trying to access the funding pools approved by Parliament. One of these may allow us to take more students from the local region. DEST will visit on April 22nd.

6. The VC thanked ARD for its organization of the December graduation ceremonies, which were a great success.

7. It does not seem likely that Council will introduce full fees in 2005, but this is a matter to be determined later this year.

8. The EB discussions are continuing. The VC mentioned the $500 bonus paid to staff last year.

**Chair of Senate’s Report**

(1) 2003 was an active year for Senate. A major role of Senate was to promote collegiality.
(2) In Council, 2003 was a year of self-review. The same should occur at Senate in 2004.

(3) Quality should be part of the 2004 agenda, in line with the AUQA visit scheduled for 2005. It would be a good idea to have a Senate planning session, if it can be organized.

Professor Rob Castle's Report
(1) Preparations for the AUQA visit were started last year.
(2) Rob will visit Faculties to talk about this.
(3) Although we do not know the date of the visit, May seems likely.
(4) There have been changes in the assessment and grievance procedures.

Anne Porter's Report from ITPAC
(1) There was an inconsistency between public language used, which implied that decisions had not been taken but were under discussion, and the language in documents which indicated that decisions had in fact been taken. The proposed move to a single platform was a case in point.
(2) No problems with student email apparently, except for viruses.
(3) There are sometimes problems for students who have submitted a thesis and suddenly their email access has been cut off.

Other matters
(1) There was considerable discussion concerning the preamble to the Senate terms of reference, with Rod Nillsen moving an amendment that would have the effect of placing the University under an obligation that certain academic matters would, in fact, be referred to Senate. There was considerable discussion on this, but the amendment was withdrawn following difficulties about the wording. But the VC agreed in principle, and I think this was the feeling of the meeting, that the intention of the amendment was valid. This matter most likely will be brought to the next Senate meeting.
(2) New terms of reference were recommended to Council, with the provision that an addition to the preamble would most likely be forthcoming.
(3) Rod Nillsen moved that the next meeting of Senate consider the "Conflict of interest" document, on the grounds that it contained matters of academic import which had not been referred to Senate for discussion prior to approval at Council level. This was accepted by the Chair of Senate.
(4) There was discussion on the method of electing students members to Senate. There were elections to various Committees. Professor Rei Safavi-Naini was elected to the Professorial Promotions Committee (if anyone else from the Faculty was elected to a position please accept my apologies for not mentioning it, as I don't think I took full notes on this).

6.2 Faculty of Arts – Dr A Porter
No report.

6.3 Faculty of Commerce – Dr P Hyland
No report.

6.4 Faculty of Creative Arts – A/Prof R Nillsen
No report.
6.5 **Faculty of Education** – Mr P Vial

**Report on the meeting of Faculty of Education held on December 5, 2003**

As I was away on Annual Leave I asked Parviz Doulai to attend as my replacement.

From Parviz’s notes, and the recorded minutes of the meeting, I noted the following points:

- The Enterprise bargaining process was mentioned but apparently there were no updates on this process.
- Faculty meetings will be held Tuesdays 11:30am to 1:30pm in 2004.
- Some mention of Australian Centre for Educational leadership, and the closing of applications for senior lecturer’s position in Educational Leadership and Internationalisation.
- Some mention of exploring Dubai campus with something to do with 2 staff from the notes taken by Parviz, though could not find this in the minutes.
- It was noted that all candidates going for confirmation were successful and one staff member, Dr Okely has been promoted to Senior Lecturer.
- Loftus Campus has been launched and its progress monitored closely as numbers are less than anticipated.
- Some resolutions were passed (8) in terms of workloads committee changes.

6.6 **Report Faculty of Engineering** – Dr L Dunn

- Advertisement for Head, School of Civil, Mining and Environmental Engineering.
- New web site for University's Graduate Attributes - Dr M Hadi.
- Successful research outcomes for Engineering faculty.
- New UoW - Chinese universities education program, including Physics.

6.7 **Faculty of Health and Behavioural Sciences** – Dr D Bomba

No report.

6.8 **Faculty Law** – Mrs H Tootell

No report.

6.9 **Faculty of Science** – Dr S Gower

- **Promotion and Probation Committee**
  David Ayre and Lesley Head elected as professorial members of committee.
  Paul Keller and Sharon Robinson elected as non-professorial members.

- **Nanotechnology Degrees**
  The ECAC report has been approved by the Pro Vice-Chancellor (Academic) for the new nanotechnology degrees. Eight students enrolled this year.

- **Scholarships**
  The majority of scholarship recipients were from regional areas. It was suggested that this information be relayed to the PVC(Ops) as information on UOW’s commitment to regional education.

- **2004 Budget**
  75% of the budget has been distributed to individual academic units. The remaining 25% will be distributed after the audit in August. The salary component of the budget is just over 90%.
- **Nelson Reforms**
  UOW is lobbying for 500 new fully funded places as a part of the Nelson review process. 350 places will be needed to fund salary increases. There will be no net increase in students; partially funded positions are replaced by fully funded positions. The effect of HECS increases/decreases are being modelled at present. No full-fee paying undergraduate places are to be introduced in the immediate term. International fees will be increased marginally such that UOW is in the same ballpark as Sydney Uni.

6.10 **University Research Committee – Dr S Gower**

**AUQA Audit**

The points below need attention with the quality audit in mind.

- HDR Students. Implementation of HDR students needs in the faculties. Need to put mechanisms in place – possibly a triennial faculty review (3 per year)
- Commercialisation Plan (R&D Paper #7)
- Planning and implementation phase – moving it to the faculties is an issue.
- FRC Terms of Reference – needs to be consistent across campus and reflect current research structure.

**Space**

- Informatics, Science and other faculties have major space problems. This is the result of successful funding and attraction of high profile researchers/groups e.g. Matt Olsson, Kathy Eager and the Motorola group (UOW recruited 2 teams; Ultra broadband wireless and embedded multimedia; 9 people in total).

**Backing Australia’s Ability 2**

- The emphasis will be on commercialisation of research. No more public good CRCs.

**Office of Research Restructure**

The Office of Research will be restructured into three divisions with Aapo Skorulis remaining the General Manager. The new structure is:

- Research Student Centre: Kim Roser as manager
- Research Services: Sharon Hughes as manager. An extra level 8/9 will be employed reporting to Sharon. Research Services is responsible for grants, ethics, ARC etc.
- Office of Innovation and Commercialisation: Aapo Skorulis. The OIC will be responsible for contract research, CRCs, commercialisation etc. There will eventually be three persons located in the Faculties responsible for commercialisation. Troy Coyle will be based in Engineering and responsible for Science and Engineering, Person 2 (to be employed) will be based in Informatics etc. The intention is that these people will be in at the ground level for ARC-Linkage negotiations.

**Research Strength Performance Study**

- The research strength performance study is almost complete and will be sent out to the research directors for checking. The feedback will be used to determine if the base funding levels are appropriate.

**Cooperative Research Centres**

- Two CRCs are under negotiations, another in Telecommunications and one in Polymers. The CRC for IMST and the Welded Structures CRCs are up for renewal. The PVC(R) would like UOW to be involved in at least two more CRCs.
ARC Research Networks
- There have been numerous requests to the PVC(R) for ARC Research Network funding. The PVC(R) is ambivalent towards the idea of being involved in these networks and each researcher is being asked: “What does UOW get out of their proposal”.

6.11 Faculty Research Committee – Dr S Gower
Dr Steve Gower reported that:
- the PVC(R) has agreed to provide funds for external editing of grant applications in an effort to boost success rates.
- ARC Discovery Project Applications
24 Notices of Intent from Informatics. 23 submissions (115 in total for the University). Expect, on past success rates, five or six successful applications from Informatics (25–30 for the Uni as a whole).
- ARC Linkage International Fellowships
Applications are due to the Office of Research Monday, 8 March.
- ARC Research Networks
Applications are due at Office of Research on Friday 19 March 2004.
- HDR Student Welcome
Proceedings start at 11.50am with the Dean’s Welcome, followed by Heads, FRC Chair and WAC Chair. Cocktail function in the Function Rooms Foyer at 5.30pm.
- Review of FRC Terms of Reference
FRC Terms of Reference need to be consistent across campus and reflect current research structure. Preliminary discussions were undertaken and the general view was that the FRC needs to represent the Faculty’s own areas of research strength, rather than just the University-recognised areas of research strength. The Committee agreed that it was difficult to move much further with discussions regarding the composition and responsibilities of FRC until there is clarification from the PVC(R).
- Faculty Planning and Resource Report
As part of the University’s Annual Planning Process, FRC must:
1. Review Faculty progress against the research objectives in the 2004 Faculty Planning and Resource Report, and
2. Provide recommendations to the Dean regarding revision/addition/removal of objectives and strategies for the 2005 Faculty Planning and Resource Report.

A small working group, consisting of the Dean, Heads of Schools, FRC and FEC Chairs, International Manager and Faculty Executive Officer had met to undertake a SWOT analysis to assist with the completion of the 2005 Plan. FRC members made comments under the relevant objective.
- RIBG – Pool 2 applications
Committee members were reminded that RIBG Applications would be ranked at the meeting (Thursday 22 April).
- Publications
A reminder that funding is partially based on publications which are due on 16 April.
6.12 **University Education Committee** – A/Prof F Naghdy  
**Dean’s Scholars and Advanced Programs**  
Academic Senate approved university-wide guidelines for Dean’s Scholar and Advanced Programs in late 2003. Schools have been asked to consider the introduction of Dean’s Scholars programs, based on the approved guidelines, and to report back to the Dean and FEC.

**Recent Assessment Policy Changes**  
At the end of 2003, many revisions and additions to University assessment policies and guidelines were finalised after University-wide consultation. The following is a list of new/revised policies and guidelines:

- Scaling Guidelines
- New MRP Rule for postgraduate students
- Unit and Faculty Assessment Committee Guidelines and Terms of Reference
- Student Academic Grievance Policy
- New Code of Practice – Honours
- Revised Code of Practice – Teaching and Assessment
- New Teaching and Learning Policy
- Revised Assessment Rules

The University has distributed a Guide to action required to ensure compliance with the new/revised policies and guidelines. To complement this guide, the Faculty Officer will forward a more detailed action list and timeline to Schools.

Staff should also take time to review the policies and guidelines, which are accessible from: [http://www.uow.edu.au/about/policy/teaching.html](http://www.uow.edu.au/about/policy/teaching.html)

**Revised FEC Terms of Reference and School Education Committees**  
Academic Senate approved revised FEC Terms of Reference in late 2003. In addition, FECs have been asked to report to UEC on the operation or feasibility of School Education Committees (SEC). SECTE and SITACS have been contacted for information on the operation of their respective SECs and it is strongly suggested that SMAAS establishes an SEC.

**Faculty Guidelines for approval of subject revisions**  
FEC approved guidelines written to clarify who is responsible for approving different types of subject revisions. Some revisions need only be approved within each School, whereas others clearly require approval by Faculty. Since the issue was raised at FEC, the University has also distributed similar guidelines, which will be integrated into the Faculty guidelines prior to distribution to Schools.

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

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

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

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

6.17 **Faculty WAC Committee** – Mr Les Ohlbach  
No report.
7. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 12 FEBRUARY 2004

7.1 Addition of subjects to BInfoTech Additional Subject List

Resolution FAC.04/01:
It was resolved to approve the addition of the following subjects to the BInfoTech Additional Subject List, effective from 2005:

- MGMT200 Management & Electronic Business
- MGMT309 Supply Chain Management

7.2 IACT305 eBusiness Technologies – Pre-requisite Change

Resolution FAC.04/02:
It was resolved to:

a. Approve the revision of the current pre-requisite for IACT305 – eBusiness Technologies to read “ITCS201 plus 6cp at 200 level of IACT or CSCI subjects”, effective from 2005.

b. Note that ITCS201 is available to BIST students.

7.3 Removal of BInfoTech Course Requirement

Resolution FAC.04/03:
It was resolved to approve the deletion of the following course requirement for the Bachelor of Information and Communication Technology, effective from 2005:

“7. Subject to any other individual subject pre- and co-requisites, entry into 400-level IACT subjects will be permitted upon satisfactory completion of 120 credit points of subjects approved in this program”.

7.4 WUC – Diploma in Information Technology

Resolution FAC.04/04:
It was resolved to note the WUC fast-track application for approval of a New Delivery Location for the Diploma in Information Technology.

7.5 Progress Report – Compliance with New and Revised Honours Policies

Resolution FAC.04/05:
It was resolved to note the following:


8. REPORT FROM THE FACULTY RESEARCH COMMITTEE

Dealt with under item 6.11.

9. REPORT FROM WORKPLACE ADVISORY COMMITTEE

Dealt with under item 6.17.

10. OTHER BUSINESS

A/Prof Ken Russell drew the committee’s attention to concerns about the lack of computer support for staff in SMAS. Further discussion took place with the following points being raised:

- There are time delays of up to two weeks between requesting and receiving technical support.
• There is a lack of Mac support with the sole Mac support person working on PC labs.
• A request was made for Faculty to provide clarification on the types of support available.
• What operating platform does the faculty support?
• Lab fitouts not being completed prior to commencement of session causing overcrowding and the necessity for some statistical programs to be installed onto computers in Building 3 Labs.
• Fewer viruses on Mac and Linux platforms make them more attractive in the current circumstances.
• ITS’s failure to keep assurances to staff and introducing contradictory policies.
• Postgraduate and Research funding is delaying the issuing of computers to students.
• Providing scholarship funding directly to research strengths was seen as problematic owing to at least 65 research students not being aligned with a research strength.

The Dean to:
• speak with Les Ohlbach about computer support particularly A/Prof Russell’s concerns.
• obtain a clear view on service support for each of the three platforms used across the Faculty.
• speak with ITS Director about the University’s responsibility to recommission the Horner Lab as soon as possible to prevent further disruption for students.

11. DATE OF NEXT MEETING
The Dean thanked members for their attendance and closed the meeting at 2:45pm. The next meeting is scheduled for Thursday, 29 April 2004.

Signed as a true record

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Professor Joe Chicharo, Chair
/  /  

Ref: FAC.01/2004
Kim Oborn