UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of Meeting No. 2/2004 held on Thursday, 29 April 2004
at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J Chicharo (Chair), A/Prof C Alcock, Ms G Azwygio, Ms V Baker,
Ms S Barikzai, Mr B Brown, Ms L Burgess, Dr P Ciufo, Dr P Davy,
Dr P Doulai, Dr M Edwards, Mr D Franklin, D J Goard, Prof V Gosbell,
Dr S Gower, A/Prof N A B Gray, A/Prof T Herrington, A/Prof H Hasan,
Dr X P Lu, Dr J Lukasiak, A/Prof T Marchant, Mr J Moscrop, Dr Y Mu,
A/Prof F Naghdy, Dr M Nelson, Dr P Nickolas, Dr P Ogunbona,
Dr B S Perera, Dr I Piper, Dr A Porter, Dr P Premaratne Mr C Ritz,
Mr D Robinson, A/Prof K Russell, Prof F Safaei, Prof R Safavi-Naini,
A/Prof D Siviter, Prof D Steel, Dr W Susilo, Ms H Tootell, Dr G Trott,
Mr S Van Duin, Dr K Ward, A/Prof G Williams, Ms K T Win, Dr L Ye,
A/Prof M Zhang and Dr SP Zhu.

IN ATTENDANCE: Ms K Oborn.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Mr P Caputi, Ms S Dewhurst, Dr C Gulati, Dr W Li,
Dr C McPhail, Ms A Meldrum, A/Prof J Montagner, A/Prof G Naghdy,
Prof J Seberry, Dr S Wilson, A/Prof T Wysocki,
It was noted that Dr D Bomba, Prof J Fulcher, Dr Z Li, Dr Y-X Lin,
A/Prof J Rayner, Mr P Vial, Dr A Worthy and Dr T Xia were on leave.

1.2. Confirmation of Minutes from previous meeting held 11 March 2004
The minutes of the previous meeting, held 11 March 2004, were confirmed.

1.3. Business Arising from the Minutes
1.3.1. Computer Support for SMAS staff
A/Prof Russell raised concerns about the delays experienced by SMAS staff
in receiving computer support. The Dean reported that these concerns have
now been addressed with a resultant improvement in service and support.

1.3.2. Service Support to Faculty
Mr Les Ohlbach reported on the various support levels available for each of
the three platforms used throughout Faculty:

- PC – Windows 2000 and XP, Linux (Red Hat and Debian). Desktop
  and server support in SECTE and SITACS.
- MAC OS Lab and servers in SITACS and desktops in SMAS and
  SITACS.
- SUN-SOLARIS workstation and server in SITACS.

1.3.3. Horner Lab
The Dean reported that the Horner Lab has been back in service for a month
or so, that it was delayed by the renovation work in building 15, but is now
operational.
2. **PRO VICE CHANCELLOR OPERATIONS ADDRESS**

PVC-O, Professor John Patterson addressed the meeting on the following issues.

**Head of School SITACS**
Expressions of interest were called for and two current staff members responded. Prof Patterson met with School staff regarding the nominees and any foreseeable concerns. Faculty has also been given the opportunity to have input into the process. The PVC-O will meet with the Dean and then make a recommendation to the Vice Chancellor who will make the final decision.

**Associate Dean (Research)**
A new position of Associate Dean (Research) is to be created in the Faculty and expressions of interest will be called for. Discussion will take place between the Dean and the PVC-O regarding faculty requirements. Faculty staff will have the opportunity for input through discussions with Prof Patterson who will make a recommendation to the Vice Chancellor for the final decision.

**SMAS Head of School**
The Head of SMAS position will be due for renewal in mid-July and the selection process will be similar to that used for SITACS.

**DEST Profile Visit**
DEST have visited to establish a baseline profile for the University. There was a difference of $750,000 between the University’s estimate and that of DEST who indicated that they will accommodate this difference if possible.

**Transitional Growth Places**
As part of the Profiles visit a document requesting 560 fully funded places has been sent to print.

3. **STARRING OF ITEMS FOR DISCUSSION**

3.1. **Starred Items**
Item 7.11 was starred.

3.2. **Unstarred Items**
All unstarred items were endorsed.

4. **DEAN’S REPORT**
The Dean welcomed Ms Valerie Baker who has been appointed to the position of Associate Lecturer in SITACS.

4.1. **Staff**
The Dean reported that:
- Workloads should be completed by end of first week in May;
- SITACS Head of School position should be filled within next two weeks;
- applications for the SECTE Head of School close on 14 May;
- SMAS Head of School position is due for renewal mid-year;
- discussions for the reshaping of TITR are currently underway.

4.2. **Activities**
The Dean reported that the HSC Advisors Day went well. A vote of thanks to Catherine Todd who gave an excellent presentation.
4.3. **Students**
The Dean reported that:
- the veracity of student numbers given by the planning department has been challenged;
- Visa changes are affecting our international numbers as Wollongong is no longer considered a regional university for immigration purposes;
- there is a full complement of student representatives for the coming year;
- Early Entry is scheduled for 1 October which is during the vacation break. The issue of free parking on campus for the day is still being negotiated with Building and Grounds.

4.4. **International**
The Dean reported that:
- SITACS are looking at the response from Dubai who are trying to turn our three-year degrees into four-year degrees in line with the US system. They are also suggesting changes to subject names and adding subjects to the current list;
- a letter from Mark Vale and Alexander Downer has been submitted to UAE Foreign Minister requesting more transparency in the way they conduct business;
- the United States are withdrawing from Dubai owing to the political situation;
- Harbridge have paid a $92,000 debt and are committed to clear all other outstanding debts by the end of May. Commerce have separated from Harbridge for financial reasons.

4.5. **Budget**
The Dean reported that:
- the budget is on track with new appointments taking up a large part;
- 85% of the budget is taken up by salaries including casual teaching.

4.6 **Other Issues**
4.6.1 **Space**
The Dean reported that:
- the Motorola Group are currently moving into building 39;
- SITACS space is being looked at with a view to reorganising to better utilise the space available.

4.6.2 **Other**
The Dean reported that:
- Prof Steel is looking to develop a faculty-wide Professional Doctorate program;
- the Faculty Planning and Resource Plan has been submitted and will be uploaded to the web next week;
- the AUQA project team attended the Faculty Executive regarding the preparation for the review to be conducted during 2005. The exact timing has not been confirmed but May seems the likely month. Two hundred and fifty staff members and up to 100 students will be interviewed as part of the process;
- a self-review and portfolio development plan is to be implemented in preparation for AUQA;
- Prize Night has been scheduled for Wednesday 19 May;
• International week will be held in early August. Suggestions for projects that Informatics could organise for the day are welcomed;
• the International Office staff are available to assist anyone with application preparation for UIC grants.

5. **SUB-DEAN’S REPORT**
The Sub-Dean reported that:
• this week (week 9) is the last week to withdraw without Academic penalty;
• there have been 60 course transfers during session one, 2004.

6. **HEADS OF SCHOOL REPORTS**

6.1. **SITACS**
A/Prof Carole Alcock reported that:
• staff have met regarding the Head of School position;
• Health Informatics is still being looked at;
• Kathy Lyon has been appointed to a 2-year limited term position to be funded by the School;
• Ian Piper will remain at the university for a while longer and will continue as the Postgraduate Co-ordinator;
• a reorganisation of space is to take place to maximise the use of space available and some staff movements can be expected. A further meeting with Bob Slater to take place on Friday 30 April;
• workloads are almost complete with only those on leave still outstanding;
• the School is looking at providing improved facilities for Research Students and a number of procedures are to be put into place to ensure needs are met;
• exam papers will go to the Printery this week;
• student numbers are still in a state of flux;
• two staff members are on study leave during session 1, three during session 2, two are undertaking off-shore teaching during April and two during June. One staff member will be on Long Service Leave in 2005;
• the School is involved in the response to Dubai Campus degrees;
• ACS has contacted the School advising of the establishment of a local chapter at the University. A launch will be held on May 10 and invitations will be issued shortly.

6.2 **SMAS**
Prof David Steel reported that:
• a Senior Lecturer is to be appointed to the Centre for Statistical and Survey Methodology. The PVC-R has agreed to underwrite the position for three years;
• discussions have taken place with the Dean regarding the creation later in the year of new positions in Maths;
• the worst of the renovations taking place in building 15 are now complete however, work will continue for a while. Discussions have taken place with the PVC – Operations regarding compensation for the inconvenience;
• a Visiting Committee to be formed within the School;
• a former University of Wollongong Maths student is doing the number crunching for DEST.
6.3 SECTE
A/Prof Fazel Naghdy reported that:
• space is a problem for the School;
• the School is still in the process of completing course reviews;
• two Computer Science subjects are to be introduced;
• two new courses to go to FEC;
• the Autumn session subject review as part of the New Assessment Policy has been completed;
• there are good opportunities for recruiting students from Singapore and a number of applications have already been received;
• workloads have all been completed;
• the first Visiting Committee meeting is to be held in early May;
• the School has met with PVC-R regarding a number of issues including; membership of the School; distinctions between teaching and research academics; supervision of Honours Thesis students and Research Student Maintenance Fund.

7. COMMITTEE MEMBERS’ REPORTS

7.1. Academic Senate – A/Prof Rodney Nillsen
1. Vice-Chancellor's report – In the absence of the Vice-Chancellor, Professor John Patterson gave a report.

(a) DEST has made known its preferred profile for the University. The University has its own baseline profile. There are to be discussions with DEST to produce an agreed profile. On the profile's basis we will be assessed and funded over the next 12 months.

(b) There are to be 9000 new places in NSW universities over the next 3 years, and the University hopes to obtain at least 500 of these. We have had to apply for these places by Faculty. If we were to get, say, 550 new places, by 2008 there would be a considerable difference for the UoW. For, in effect, these places are replacing over enrollments; but whereas over enrollments were marginally funded only, as I understand it these are fully funded.

2. Chair of Senate's report.

(a) Professor David Griffiths reported on the "Meet the Chancellor" functions. The idea had been that people who would not normally meet the Chancellor would be given the chance to meet him. In the future, there may be an emphasis for a while on inviting people involved in University governance. These functions have been very well received.

(b) The Senate self review, which had been intended for inclusion on the agenda, would instead be on the agenda for the next meeting of Senate.

3. Committee reports. EEO is looking for a higher level of completion of the EEO online questionnaire.

4. Members' business. Notice was give that a request would be made to have the careers/business fair, to be held later this year, put on the agenda for the next
meeting. The point to be discussed is whether the University should allow British American Tobacco to participate in the fair. It was stated that the current University position is that as the company is legal, there is no basis for excluding it.

5. Election. A/Professor Heather Yeatman was elected as a Senate representative on the Quality Audit and Planning Committee.

6. Conflict of interest policy. Senate resolved to recommend to Council that Section 7.13 should be removed from the Conflict of Interest Policy which was approved by Council last year, and replaced by words referring members of the University to the policy on the Use of the University Name. Reasons advanced for this included: clause 7.13 is inconsistent with the policy on the Use of the University Name, and University policy should encourage appropriate public comment by academic staff.

7. Senate terms of reference. Following on from discussion at the last meeting, and using wording suggested by Professor Rob Whelan, Senate finalized its position on the preamble to the recommended new terms of reference. If the recommended terms of reference are adopted by Council, the effect of this change would be that Council and the University would be under more of an obligation to refer certain items to Senate prior to their being approved by Council. This would include, for example, items such as Section 7.13 in the Conflict of Interest Policy referred to above, which was not referred to Senate prior to approval by Council.

8. Quality assurance. Professor Rob Castle reported that no dates had been finalized for the audit of the University by the Australian Universities Quality Agency, although such a review is to occur in 2005. However, May is likely, and preparation for the audit is under way. It is intended that a revised Strategic Plan will be presented to Senate for discussion in August.

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
No report.

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.
7.9 **Faculty of Science** – Dr S Gower

1. **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.

2. **Nanotechnology Degrees**
   The ECAC report has been approved by the Pro Vice-Chancellor (Academic)
   for the new nanotechnology degrees. 8 students enrolled this year.

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

4. **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%.

5. **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.

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

**ARC Discovery Project Applications Update**
115 DP applications received from the University. cf 75-80 in past years. Of these
there were 34 Fellowship applications (4 at APF level, 10 at AIF/QEII level and 20
at APD level).

**Grant Application Reflections**
There was extensive discussion in relation to the grant application procedure,
specifically on last minute submissions and processes. The OoR was bombarded
with 11th hour applications and so cannot adequately review applications. Review
of the budget, justification etc should be done by OoR with additional text
reviewed by an external person/editor. Science employs an external editor at a rate
of $50 per hour. Each application costs approximately $100-150. The editor is not
scientifically trained (legal training) and looks for structural problems with the
grant. There is generally a 2 day turnaround. Experience from past members of
ARC’s EAC is that the first page of any grant application is critical. The PVC(R)
was willing to pay for an Informatics editor and this will be mentioned at the next
Faculty meeting.

**Funding of Research**
Performance data has been sent to areas of recognised research strength for
checking. Once this is finalised (approx 2 weeks), Faculty funding will be
addressed. The Faculty of Informatics research budget is outstanding. The Dean is
working on this.

**Research Student Maintenance Fund**
The PVC(R) commented that at the very least, each Faculty will receive funding
for its students.
7.11 **Faculty Research Committee** – Dr S Gower
Dr Gower reported that:

**RIBG Pool 2 Applications**
Nine applications were submitted from our Faculty (a total of 28 University wide). Three applications were cross-Faculty with Engineering, Creative Arts and Commerce the partner Faculties. Preliminary ranking by the Faculty took place on Thursday 22 April at the FRC meeting.

**ARC Linkage-Project Applications**
Applications are due to the Office of Research by Friday 30, April. An email has been sent out to the Faculty advising of the approaching deadline and requesting additional text for external review.

**URC Debriefing**
The last URC meeting was held on 24 March 2004, nothing new to report. The next meeting is scheduled for Wednesday 26 May 2004 at 9.30am.

**FRC Membership**
The Chair of the FRC has prepared a paper that will be distributed for the Faculty Executive meeting of 27 May, proposing changes to the FRC membership and Terms of Reference. The proposed changes to membership are designed to reflect the new research structure and ease the administrative burden.

7.12 **University Education Committee** – A/Prof F Naghdy
No Report.

7.13 **Faculty Education Committee** – A/Prof F Naghdy
**FEC meeting of 1 April 2004**

**Dean’s Scholars and Advanced Programs**
Schools have reported back to the Dean and FEC regarding the Dean’s Scholars programs:

- SITACS currently does not have a course which would fit the Dean’s Scholars framework and would prefer to offer incentives via a scholarship plan.
- SECTE is looking at the feasibility of introducing a Dean’s Scholars program as part of its course review process.
- SMAAS feels the BMath(Adv) program offers equivalent benefits to a Dean’s Scholars program. A School sub-committee is to work on devising a model that Schools can use to develop a Dean’s Scholars program.

**FEC Terms of Reference**
A member of the International Office is to attend FEC meetings when an item of interest (ie revision to courses or policies that may affect offshore offerings or onshore advanced standing etc) is listed on the agenda. Terms of Reference are to be altered to reflect this attendance.

**Proposed Bachelor of Software Engineering**
SITACS has indicated that the degree proposal will not go forward for commencement in 2005.

**Faculty Service Agreement Projects**
Sarah Lambert from CEDIR gave a short presentation on the various ways a Faculty Service Agreement Project can enhance teaching and learning using innovative tools to produce a variety of teaching aides. Faculty Service Agreement
Project applications were distributed to faculties recently and the deadline for submission is 14 May.

**Annual Planning and Resource Report**
The latest draft report has been circulated for comment and feedback.

**Quality Review Framework**
The Quality Review Framework documents were distributed to Schools for comment and feedback prior to the next UEC meeting scheduled for 7 April.

**Pass/Failure Rates**
Dr Geoff Trott tabled a summary of information extracted from COGNOS detailing Faculty pass/failure rates across all levels of study. Of particular concern were failure rates in excess of 10%. The sub-committee is to look at a number of issues:

- Reasons for failure.
- Reasons for dramatic changes from year-to-year in the failure rate.
- Impact of some subjects moving from being an elective to core.
- Impact of delays in degree completion.

It was suggested that:

- those subjects with the highest failure rates should be the first to be reviewed under the Quality Review Framework proposal.
- Subjects with high failure rates be compared to those with low failure rates.
- School Education Committees should work closely with the sub-committee.

**Unscheduled subject clashes**
It was brought to the committee’s attention that some Faculties are randomly re-scheduling mid-session tests resulting in timetable clashes for some students. The Faculty Officer has drafted a memo to PVC (Academic), PVC (Operations) and the Dean of Students alerting them to this practice.

**Special Consideration**
The Committee was informed that rulings being made by staff regarding applications for special consideration are being challenged by students and overturned by the Dean of Students. The Dean of Students is concerned that the changing of assessment on an individual basis is in breach of the Code of Practice – Teaching and Assessment and does not assess the recorded outcomes of the subject. Schools should check that their policies for making such decisions are either “approved” by the current Dean of Students or do not essentially change the assessment for any student.

**E-Learnt and Teaching Innovations Sub-committee**
Dr Jason Lukasiak is the FEC’s representative on the E-Learning and Teaching Innovations Sub-committee.

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 Les Ohlbach

WAC Report to Faculty Executive 22/4/04

- **Business arising**
  The Committee’s expression of concern regarding the mooted outsourcing of cleaning has been presented.

- **Workplace Audit/Inspection Plan**
  Hard copies of floor plans and a generic checklist have been distributed to WAC members from the three schools. These members will conduct initial inspections before end of June and will compile specific checklists for each faculty building.

- First aid officer sign for Kristine Sheridan’s office has arrived.

- **Draft OH&S Induction Checklist**
  A/Prof Golshah Naghdy has indicated that SECTE and workshop staff have formed a working group to look at safety issues with student projects. An email listing members will be forwarded to WAC.

- Recommendation for Blackout procedures is that kits containing two hand-held torches and a lantern style torch that can be mounted on a desk be located in school and faculty offices.

- Nortel Observer Russell Langford was contacted and was unable to attend the WAC meeting.

- **Microwaves**
  It is recommended that they be replaced every five years (particularly those in heavy usage areas). Annual testing not necessary unless physically damaged.

- **Membership of WAC and Terms of office**
  As this committee is now functioning well, current members positions have all been extended two years to ensure OH&S is addressed effectively.

- The Committee’s expression of concern regarding noise and dust due to construction in building 15 has been presented.

- An additional item of concern regarding a recent chemical spill in building 15 (cyanide) and the lack of evacuation alarms and procedures for chemical spills. Existing alarms etc are oriented around fire has also been presented.

8. **Report from the Faculty Education Committee – 1 April 2004**

8.1 **Deletion of Internet Engineering Major from Bachelor of Engineering**

SECTE has requested that the Bachelor of Engineering – Internet Engineering major be deleted from the 2005 UAC Booklet and no new enrolments be accepted from 2005.

*Resolution FAC.04/06:*

*It was resolved to approve the deletion of the Bachelor of Engineering - Internet Engineering major from the UAC Booklet and no new enrolments be accepted, effective from 2005.*

8.2 **Revision of BIST Course Requirements**

The BIST coordinator wishes to revise the BIST course requirements, as listed in the University Handbook.
**Current Course Requirements:**
To be eligible for the award of the degree of Bachelor of Internet Science and Technology, candidates must:

a) satisfactorily complete at least 144 credit points of subjects prescribed in one of the majors listed below;
b) undertake no more than 60 credit points at 100-level;
c) undertake at least 36 credit points at 300-level.

Note: The programs listed below are guidelines as to how best to proceed through the course. Subjects can be taken in a different order, however all subjects must be successfully completed to be awarded the degree.

Recently, there has been some confusion about c) and the note stating that the programs are guidelines only resulting in students interpreting that the 36 credit points at 300-level do not need to be chosen from the list of electives prescribed as part of a particular major.

It is necessary to indicate a minimum number of 300- (or 400-) level subjects as most of the Year 3 Elective Lists include some 200 level subjects.

**Proposed Course Requirements:**
To be eligible for the award of the degree of Bachelor of Internet Science and Technology, a candidate shall accrue an aggregate of at least 144 credit points by satisfactory completion of subjects prescribed in one of the majors listed below, which must include:

a) no more than 60 credit points at 100-level;
b) at least 36 credit points at 300/400-level.

**Resolution FAC.04/07:**
It was resolved to approve the Revision of BIST Course requirements effective from 2004.

8.3 **Faculty Grievance Procedures**
Faculty Grievance Procedures were distributed to Heads of Schools for comment and feedback prior to approval and adoption.

**Resolution FAC.04/08:**
It was resolved to approve the Revised Faculty Grievance Procedures in compliance with the University Academic Grievance Policy.

8.4 **SITACS**
**Resolution FAC.04/09:**
It was resolved to approve the Revised SITACS prize documents in compliance with the University Awards Committee requirements, as outlined in the attachment to the agenda.

9. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**
Dealt with under item 7.11.

10. **REPORT FROM WORKPLACE ADVISORY COMMITTEE**
Dealt with under item 7.17.
11. **OTHER BUSINESS**
   There was no other business.

12. **DATE OF NEXT MEETING**
   The Dean thanked members for their attendance and closed the meeting at 2.35pm. The next meeting is scheduled for Thursday, 10 June 2004.

   Signed as a true record

   ________________________________
   Professor Joe Chicharo, Chair

   /    /  

Ref:  FAC.02/2004
Kim Oborn