1. **Preliminary Business**

1.1. **Apologies, Leave of Absence**
Apologies were received from: Ms G Awyzio, Prof J Chicharo, Dr P Ciufo, Dr J Lukasiak, A/Prof P McKenzie, Dr S Perera, Prof F Safaei, Dr W Susilo and Mr S Van Duin.

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

1.2. **Confirmation of Minutes from previous meeting held 29 April 2004**
The minutes of the previous meeting, held 29 April 2004, 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, 8, 9 and 11 were starred.

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

3. **Dean’s Report**
The Acting Dean, Professor David Steel welcomed the new Head of SITACS, Prof Philip Ogunbona and the new student representatives Tony Larchez, Cath Todd, Martin Eber, Sali El-Torgoman and Gareth Smith to their first Faculty Committee meeting.
3.1. **Staff**
Prof Steel reported that:
- workloads are complete; data has been entered and results will be published on the web as soon as available.
- three applicants have been shortlisted for the SECTE Head position; interviews to be held in early July.
- the Associate Dean (Research) position is close to finalisation, an announcement is imminent.
- the Head of SMAS position expires on 23 July and expressions of interest will be called for shortly.
- two current contract positions in SITACS to be converted to full-time continuing positions and advertised with the next month
- three level B positions are to be created in SMAS
- interviews for Senior Lecturer in statistical consulting to be held next week; successful applicant to commence in August.
- it was Dean’s Assistant Margaret Brown’s last day and that a secondment opportunity will be advertised internally.

3.1.1. **Promotions/Probations**
Prof Steel reported that:
- none of the staff members put forward for promotion to Professor were successful.
- a 100 percent success rate was achieved for probations.

3.1.2. **Faculty Representatives**
Prof Steel reported that the following nominations are being called for:
- female Professor nominee to Promotions Committee;
- sub-Professorial (Senior Lecturer or above) male and female nominees to Promotions Committee;
- two representatives for Academic Senate;
- Informatics representatives to other Faculty Committees and WUC Committee.

The reasoning behind a one-year term for sub-professorial positions rather than two-year terms as for the other nominee positions was questioned by A/Prof Ian Burnett.

A/Prof Burnett moved and A/Prof Russell seconded the motion that Faculty query the University about changing Sub-Professorial nominee positions on the Academic Promotions Committee to a two-year term in line with other Promotion nominee positions. Carried.

3.2. **Activities**
Prof Steel reported that articles appearing in the *Trade Route Australia* and *EDGE* publications were raising the Faculty’s profile internationally.

3.3. **Other Campuses**
Prof Steel reported that:
- BIST has been withdrawn from South Coast campus delivery.
- a BIT Education course is likely to commence at Loftus in 2005.
3.4 **Students**  
Prof Steel reported that:
- staff attending careers markets have reported that there is still an interest in Informatics degrees.
- student numbers have recently risen to 1981 for 2004, slightly below the figure of 2079 for 2003.

Mr Brian Webb put the Faculty on notice that 138 UoW students have recently had their visas cancelled and queried how many were Informatics students.

3.5 **Budget**  
Prof Steel reported that the deadline for Heads of Schools one-off initiatives wish list is Friday 11 June.

3.6 **Space**  
Prof Steel reported that:
- the Motorola group are now located in building 39.
- discussions are still being held with Bob Slater regarding the efficient utilisation of the space available in building 39.
- a meeting room is proposed for the space between the Student Enquiry Centre and the northern entrance doors to building 3.

3.7 **Other**  
Prof Steel reported that:
- the Faculty Planning and Resource Report is now on the web.
- a favourable outcome from the Profiles visit by DEST will mean no increase in HECS for new and enrolling students in 2005.
- the Medical School proposal is not considered to be lost; may receive favourable announcement later in the year as the Federal Government gears up for impending election.
- a decision was made at the recent Visiting Committee to include women, and to expand and rejuvenate the membership.
- the University is currently reviewing the management of international arrangements.
- the Course Experience Report has shown that there is an interesting downward trend in the survey responses received from Informatics students, particularly relative to their acquiring good communication skills through the course of their study but that the technical skills they received were felt to be inadequate. Each School asked to comment on results per discipline.
- the School Enrichment Program to be reduced to two sessions coinciding with the Maths competition.
- there has been a recent change in Nortel’s Research Management. Each School to give a summary of research to be consolidated by the Dean and passed on to Nortel, culminating in a show and tell which could lead to research support for the faculty.
- Prof Gosbell and Dr Perera have received a $295k per year grant from Integral Energy for Power Quality Research.
- Prof Safavi-Naini, Dr Susilo and Dr Mu (Centre for Information Security) have secured a $270k contract with the Defence Signal Directorate.
3.8 **Reminders**

Prof Steel reported that:
- a Postgraduate Coursework Orientation evening will be held on Tuesday 13 July; thank you to Daniel Saffioti for volunteering his time to assist with the event.
- Spring Session enrolment commences on Wednesday 14 July.
- Informatics students mid-year Graduation is scheduled for the morning session on Thursday 15 July.

4. **SUB-DEAN’S REPORT**

The Sub-Dean reported that:
- major assessment tasks are coming up and that new assessment procedures are to be introduced.
- historical data on subjects and pass rates is now provided to the Faculty Assessment Committee.
- accessing information on COGNOS has been difficult; each School to receive their relevant information soon.

Professor David Griffiths suggested feedback relating to problems experienced with new procedures be given to the University so that necessary changes can be made.

5. **HEADS OF SCHOOL REPORTS**

5.1 **SITACS**

Prof Philip Ogunbona reported that:
- the School is in the process of reviewing subject outlines to bring them in line with what is published in the University Handbook.
- The School is hosting two academic visitors:
  - Professor Yvo Desmet from University College London is visiting Professor Rei Safavi-Naini for two weeks.
  - Professor Zhong Zhi Shi from Chinese Academy of Science is visiting A/Professor Minjie Zhang for six weeks.
- Professor Donia Scott from University of Brighton UK, recently visited Professor Peter Eklund and gave a seminar.

5.2 **SMAS**

Prof David Steel reported that:
- the building 15 renovations are now complete.
- the School is currently working on two CRC project collaboration submissions.

5.3 **SECTE**

A/Prof Fazel Naghdy reported that:
- the School had four successful Probation submissions.
- a third round submission for a CRC in Intelligent Manufacturing and Technology is being finalised.
- the School is in the process of reviewing all degrees for Quality Assurance purposes. The whole curriculum is being looked at as part of this process. A structure is being developed to assist in identifying how requirements including graduate attributes are being met.
a forum on quality teaching and learning was recently held to develop a teaching and learning model which is to go to the School Education Committee.

the School has recently experienced a 40 percent increase in size as a result of the researchers in TITR and SECTE being recognised as being part of the School.

6. COMMITTEE MEMBERS’ REPORTS

6.1. Academic Senate – Prof Rei Safavi-Naini

VC Reported that:

*A request for new student places for UoW has been put to DEST. The result will be known soon. These extra places are very important (crucial) to be able to fund salary increases without increasing HECS.

*UWS is awarded a Medical School by the Fed Government. This is not at the expense of UoW application for Med School. The two Med Schools serve different purposes: UWS will have a traditional School while UoW’s proposal is a radical proposal. The result will be hopefully known by the end of the year.

*As part of Federal Government conditions for new funding, Universities need to revise the composition of their council. A draft for this new requirement for NSW Universities will be soon final. The changes include parliamentary representation and number of students on the Council.

*Dubai operation is going 'marvellously' well. Over 2000 students are expected in Sept intake. A new building in Knowledge City has been obtained. UoW will be in two buildings now.

*HECS fee for 2005 will not be changed subject to the new places approved by DEST. Also for 2005 there will not be full fee paying places for domestic students. This is only for 2005 and may change in 2006 also for intake of 2005. HESC may be moved if the new places are not approved. UoW cannot fund salary increase and maintain its top tier position with no reserve and in the environment that other Universities increase their HECS.

*Reporting from the gathering of presidents of Commonwealth and European Universities the VC noted that the higher education issues that we are facing in Australia are shared by other countries. This includes the need for research focus and emphasising research strengths. HECS is now adopted in UK and is about to be adopted in Ireland and possibly in Germany. Another issue was direct interference of government in Universities in some Eastern European countries (no specific names were given). Although things like tying funding to council composition can be seen as encroaching on Universities independence and freedom but this is on a much lower scale.

6.2 Faculty of Arts – Dr A Porter

No report.

6.3 Faculty of Commerce – Dr P Hyland

The Dean reported on the following points:

• Preparation for mock audit in March 2005. Implications are that students will be asked to provide subject reviews in the future (only way for the Dean to
justify performance outcomes). These subject reviews are quite separate to the reviews undertaken by CEDIR for promotion and probation.

- Given that student reviews are inevitable, a proactive motion was put forward to link into a pilot scheme that is currently being undertaken within the University. The intent is to ensure the faculty receives early feedback to identify problems with the process.
- As a strategic necessity the faculty will seek European and US accreditation. It was noted that management school accreditation is quite expensive €15,000 + airfares for Europe alone.
- Future strategy for teaching overseas will focus on targeted strategic initiatives only and not general growth.
- Workload reviews are fast approaching. Staff will have research removed from they workload calculation if they fail to meet agreed research targets. The Dean emphasized that this is non negotiable.

The Faculty Quality Audit Committee tabled a report based on 282 postgraduate and undergraduate subject instances. The variation identified suggests that a template will be required to ensure greater consistency in the future. Several minor amendments to the way selected degrees were delivered were also tabled but not discussed (endorsed by the Faculty Executive previously)

6.4 Faculty of Creative Arts – A/Prof R Nilsen

No report.

6.5 Faculty of Education – Mr P Vial

Initially there were two presentations, one on Graduate Attributes and teaching strategies and the other on a new Practicum website for Education students doing in school placements. The first activity was the results of an ESDF grant. A bookmark was handed to all present and the website: [http://www.uow.edu.au/about/teaching/attributes](http://www.uow.edu.au/about/teaching/attributes) was advertised. Material on this website provides teaching and learning ideas so that students can receive all of these attributes in their University education. Briefly glancing at the web site it looks well worth a read.

The Dean reported on the following points:
- TESOL vacancy had attracted a strong field, and interviews had been arranged for 16th of April 2004
- Workloads formula documents are being worked through and recent submissions will be considered at a forum in the September break
- A new person at the student service centre has been appointed for 12 months
- Loftus and Southern Sydney are looking for methods specialists in Mathematics and Science
- There were to be Faculty of Education Committee elections as there were 3 positions and 5 nominations (these to take place late that day, the 6th)
- The Department of Education has indicated that the age of school counsellors were on average closer to retirement age than even the teachers and there was a need to create courses, maybe in terms of double degrees with Psychology. In fact the need was so great that there is talk of scholarships with the equivalent of two years teachers salaries.
A Draft resolution referring to a Masters in Science Education done with the Faculty of Science and Engineering (Physics) was proposed and passed with no discussion.

The Associate Dean of Research indicated that the Quality Audit included research issues and thus there was a need to understand policies with reference to research. She indicated that all staff should have a file on research policies and then handed out a new policy on Authorship on publications with students and colleagues. The University will enforce this policy which requires all authors to agree on contributions of each author and can include the supervisor not being present on the publication of their student but the supervisor must be consulted on all publications. The dates for colloquium was announced as 30-31st of July. Later there will be a ‘writing’ week and further details will come later/closer to the date.

The Dean then commented that the restructuring of research funding meant that some had separate funding and others did not for research. Education faculty had some funding but there is now less ability to access funding from the central research committee.

The Dean indicated that there was to be an IT Flexible delivery person appointed (Terry Hetherington) and this was a function he has accepted but now was delegating to Terry.

A presentation on policies and policy updates was provided. It was noted that Policy Directory on the University Website lists and collates all the policies that staff are expected to be familiar with and that all meetings will now have a section on these policies to ensure that this will occur (though if there are better ways then willing to listen to them).

The faculty prize presentation night had been hanged to 29th of Sept.

There was extensive discussion of prizes and attracting sponsors for prizes, also there was discussion of PL (Professional Learning) and how there is opportunity for the Faculty to teach in this space for development of teachers. Teaching in Malaysia had a change of persons responsible and some changes to the faculty web page had occurred.

A motion was put and passed to offer the GradDipEd Primary at Shoalhaven.

6.6 Report Faculty of Engineering – Dr L Dunn

Elections have recently been held for Faculty representatives:

- Academic Senate – N Aziz for a 1 year term.
- Commerce Faculty – R Dwight for a 2 year term.
- Law Faculty – A Remennikov for a 2 year term.
- Review of Engineering Postgraduate Coursework:
  a) new structure – MEng Practice
  b) new structure – MEng Management
  c) degree name change – MEng Practice (Materials Welding and Joining) to Master of Welding Engineering.
  d) degree name change – Meng Practice (Bulk Solids Handling) to Master of Bulk Solids Engineering.
  e) new subject – MEng Prac Core – ENG954 Strategic Management for Engineers and Technologists.
f) new subjects for resource stream of MEng Prac:
   • MINE916 – Mine Evaluation and Risk Analysis
   • MINE917 – Mineral Economics
   • MINE918 – Commodity Analysis
   • MINE919 – Natural Resources Policy

g) new subjects for Engineering Asset Management stream of MEng Prac:
   • ENG956 – Financial Management for Engineered Assets Life Cycle Costing
   • ENG957 – Project Implementation and Outsourcing

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
   There is nothing to report from the last meeting.

6.10 **University Research Committee** – Dr S Gower
   Reported under item 6.11.

6.11 **Faculty Research Committee** – Dr S Gower
Dr Steve Gower reported that:
   • The Centre for Information Security has secured a contract for $270k with the Defence Signal Directorate on Next Generation Firewalls and Intrusion Detection Systems.
   • The Power Quality Centre has secured funding of $295k per year for a new centre starting up in July. Technical Director of the new centre – Integral Energy Power Quality Reliability Centre will be Dr Sarath Perera.
   • Informatics were successful with 3 RIBG Pool 2 applications, receiving 19% of total funding available.
   • The University’s unaudited grant income figures show a 25 percent increase from 2003.
   • There are a number of important grant dates coming up:
     ➢ 2005 ARC Linkage Projects Rd1 announcements early June.
     ➢ 2005 URC Small call for applications late June.
     ➢ June 25 – ARC Discovery assessments sent to applicants
     ➢ July 9 – ARC Discovery Rejoinders due at ARC
     o ARC Federation Fellowships announced – late June/early July.
   **Note:** The URC Small guidelines are currently undergoing a review with any changes reflected in the upcoming call for applications.

   • The Research Student Centre and the URC are in the process of reviewing and updating policies relating to HDR students and their candidature. Kim Roser and Tim McDonald will attend a future Faculty meeting to highlight the revised policies in light of the impending AUQA review. HDR Policies which have been approved by Senate are:
- First Year Research Proposal Review Guidelines
  (www.uow.edu.au/research/files/HDR_1st_yr_research_proposal.doc)
- Guidelines for Off-shore Higher Degree Research (HDR) Applications

Policies to go back to Senate are:
- Code of Practice Supervision for HDR Candidates
- General Course Rules – 10. HDR Rules
- HDR Student Academic Grievance Policy
- HDR Progress Review and Probation Guidelines

A Supervision Handbook is also being produced and will be available electronically and in paper form.

- The Chair of Senate and PPRC will be meeting with the PVC(R) on 11 June to discuss what is required to have the policies passed by Senate.
- HDR Student Spring Session Welcome Day will be held on Tuesday 20 July. All newly enrolled Masters by Research and Doctoral students who have not attended previously will be invited to attend.
- The Research Student Centre and UniAdvice function, “Life after Honours – The Next Big Discovery”, Honours student breakfast is scheduled for Tuesday 24 July.
- The “Measuring excellence in research and research training” symposium is scheduled for June 22 at the Shine Dome in Canberra.

6.12 **University Education Committee** – A/Prof F Naghdy
No report.

6.13 **Faculty Education Committee** – A/Prof F Naghdy
Dealt with under item 7.

6.14 **Library Committee** – Dr C Alcock
Library Consultative Committee met on Friday 14th May 2004.

- A demonstration of AARLIN (the Australian Academic Research Library Network) was provided by Michael Manning. The aim of the AARLIN project is to provide a 'research portal' for University staff and students in order to support their research. More information is available on request.
- The University Librarian Felicity McGregor reported on the Library's business plan. A copy of this was provided to members of the committee. A pamphlet titled: Strategic Summary 2004 is also available which sets out the Library's long term goals with those of the University.
- Space is a continuing issue for the Library as elsewhere. Preliminary plans have been drawn up for an extension of the building. This won't proceed without the approval of the Vice Chancellor.
- A review of the University's offshore activities has been completed. The key focus for this review was student satisfaction with Library resources and services. A summary of was made available and the full report can be obtained by contacting the Remote Services Librarian, Craig Littler, who visited the sites.
• The Copyright audit was successfully completed. Brian Cox, the University Copyright Officer had oversight for this. AC Neilsen was very happy with the responses to this audit.

• Wireless network access is now available in the Library. 64 cards for use in students' laptops are available to students and students may also borrow preconfigured laptops to use in the Library.

• People were generally happy with Prospero, the Library's desktop ILL service.

• A document outlining the Library's involvement with AUQA was distributed.

• Some discussion ensued regarding increasing the number of holds for Academic Staff. This would be investigated further.

• Feedback was requested on the Serials purchasing policy. Backsets of some electronic serials have been purchased and an increase in the number of concurrent users for popular databases has also been supported.

Complete copies of any of the reports mentioned above are available on request.

6.15 Report from the Faculty Librarian – Ms A Meldrum

New Book Requests
Our spending on new books across the whole faculty is down for this time of the year. If staff have suggestions for new books, please pass them to your School Library Liaison Officer; Maths and Stats- Carolyn Silveri, SECTE -Don Platt, SITACS- Holly Tootell. Requests can also be sent directly to me via email or internal mail. Please include your name, whether the item for teaching or research. If for teaching, include the Subject Code, location (campus) where the subject will be taught and the number of students. If the course is mirrored at other locations, please indicate this to ensure adequate resourcing of all locations. If you have a publisher’s blurb, please send with your request.

Please note that the "Suggestion for Purchase" link on the Library website is meant primarily for students.

Remember that I am available in Room 3:117 on Tuesday afternoons 2-4pm if you would like to discuss this or any other issues.

6.16 University Internationalisation Committee
No report.

6.17 Faculty WAC Committee – Mr Les Ohlbach
Les Ohlbach recommended that all committee members attend modules one and two of the CDU training prior to the first inspection in June.

It was suggested that the black-out kits include three torches: One non battery type (example was circulated at the meeting); one lantern type and one standard torch. These are to be placed into a plastic box and stored in each school and the faculty office. The Committee agreed with this suggestion.

Darren Smith advised that at the recent election to choose the Group J representative to the central OH&S committee, Ian Laird was elected as the new representative. Karen Williams will act as the alternative representative. The method of liaison between Ian Laird and the Faculty WAC committee is to be arranged.

Les Ohlbach welcomed the new student representative, Ed Farrell, to the committee.
Security Phones at Entry of Buildings 3 and 35
It was noted that Karen Williams to contact the campus disability officer regarding the location of security phones to Eastern Entrance Building 3 and before the stairs Bldg 35.

Construction Noise
Darren Smith advised that he had spoken with Paul Mourtas from Buildings & Grounds, who advised that the builders were expected to carry out “noisy” works outside normal hours. The Building 15 project is scheduled to be completed in one week. The committee formally expressed concern over the noise in Building 14.

SECTE Minutes – Noise Report
The Chair advised that he has prepared a statement regarding noise which has been circulated to Committee Members. It was agreed that the Chair contact Bob Slater and advise him of the statement before it is forwarded to Buildings & Grounds.

Date of Next Meeting
The next meeting will be held on Thursday 29 July in the Faculty Meeting Room (39.150A) commencing at 1.30pm.

7. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 1 APRIL 2004

7.1 Faculty Service Agreements
Four submissions for Faculty Service Agreements were received for assistance for Autumn Session, 2005. Applications were ranked and submitted to CEDIR prior to the 14 May deadline. Development and production will take place during Spring Session 2004.

7.2 Revision of Graduate Diploma in Internet Technology subject list
Resolution FAC.04/10:
It was resolved to approve the revised subject list for the Graduate Diploma in Internet Technology, as outlined in the attachment to the agenda, effective from Autumn 2004.

7.3 Removal and addition of 200 and 300/400-level subjects for BIST degree
Faculty has revised subjects for the BIST degree and wishes to make the following changes:

a) The following subjects to be removed from the 300-level list of electives for the BIST – Internet Technology specialisation:
   DESN311, ECTE301 and ECTE363.

b) The following subjects to be added to the 300-level list of electives for the BIST – Internet Technology specialisation:
   COMM303, COMM 327, COMM351, IACT301, IACT304, IACT305, IACT417, IACT418, IACT419, IACT 424, MARK343 and MGMT370.

c) The following subject to be removed from the 300-level list of electives for the BIST – Internet Applications and Internet Commerce specialisations:
   DESN311.
d) The following subjects to be added to the 300-level list of electives for the BIST – Internet Applications and Internet Commerce specialisations: BUSS311, CSCI361, IACT405, IACT424, IACT305, IACT430, MARK343 and MGMT370.

e) The following subject to be added to the 200-level list of electives for the BIST – Internet Applications and Internet Commerce specialisations: ECON227.

f) The following subject to be added to the 200-level list of electives for all specialisations of the BIST degree: ITCS201.

Resolution FAC.04/11:
It was resolved to approve the changes to the Internet Applications, Internet Commerce and Internet Technology specialisations of the BIST degree, noting that students currently enrolled will not be disadvantaged by the change, effective from Autumn 2004.

7.4 Replacement of subject in Bachelor of Engineering – Mechatronics Degree
SECTE and the Engineering Faculty have come to an agreement to remove from the Bachelor of Engineering – Mechatronics degree, ECTE371 – Mechatronics Design and replace it with ECTE350 – Engineering Design and Management 3, effective from 2005.

Resolution FAC.04/12:
It was resolved to approve the changes to Bachelor of Engineering – Mechatronics degree, effective from 2005.

7.5 Changes to Bachelor of Engineering degrees
SECTE, with the agreement of all stakeholders, wishes to make modifications to Year 1 of the Bachelor of Engineering – Computer, Electrical, Mechatronics and Telecommunications Engineering degree courses and their associated double degree courses:

a) Remove ECTE150 – Engineering Design and Management 1 and replace with new subject ECTE171 – Introduction to Signals and Systems.

b) Remove ECTE101 – Electrical Engineering 1 and replace with ECTE172 – Introduction to Circuits and Devices.

c) Modify BinfoTech, BcompSci, BIST and any other degrees that currently include ECTE 101, ECTE150, ECTE195 and ECTE233.

It should be noted that the inclusion of ECTE171 – Introduction to Signals and Systems in the program of study for BE,BCom will require an additional six credit points overall and a small modification to the course rules.

Resolution FAC.04/13:
It was resolved to approve the changes to Bachelor of Engineering – Computer, Electrical, Mechatronics and Telecommunications Engineering degrees and their associated double degree courses, as outlined in the attachment to the agenda, effective from 2005.

7.6 Change to Course Rules – Bachelor of Engineering/Bachelor of Commerce
The inclusion of ECTE171 – Introduction to Signals and Systems in the program of study for BE,BCom will require an additional six credit points overall and a small modification to the course rules.
Resolution FAC.04/14:
It was resolved to approve the amendment to part (a) of the course rules for Bachelor of Engineering/Bachelor of Commerce degrees as follows:
(a) all subjects prescribed for the Bachelor of Engineering, (except ECTE250 Engineering Design and Management 2 and the Computer Option) and having a value of 180 credit points;
effective from 2005, for new enrolling students.

7.7 Modification to BIST degree
Subject changes to the Bachelor of Engineering degree has ramifications for some specialisations in the BIST degree. SECTE recommends that for the Internet Applications, Internet Commerce and Internet Science specialisations, for 2005, students have a choice of ECTE171 – Introduction to Signals and Systems or ECTE195 – Design and Management, but for the Internet Technology specialisation, ECTE171 – Introduction to Signals and Systems replaces ECTE195 – Design and Management from 2005.

Resolution FAC.04/15:
It was resolved to approve the changes to BIST – Internet Technology, Internet Applications, Internet Commerce and Internet Science specialisations to reflect the subject changes made to Bachelor of Engineering, as outlined in the attachment to the agenda, effective from 2005.

7.8 Modification of Subject ECTE250 – Engineering Design and Management 2
Resolution FAC.04/16:
It was resolved to approve the modifications to ECTE250 – Engineering Design and Management 2, as outlined in the attachment to the agenda, effective from 2005.

7.9 Modification of Subject ECTE350 – Engineering Design and Management 3
Resolution FAC.04/17:
It was resolved to approve the modifications to ECTE350 – Engineering Design and Management 3, as outlined in the attachment to the agenda, effective from 2005.

7.10 Modification of Subject INFO202 – Project
Resolution FAC.04/18:
It was resolved to approve the modifications to INFO202 – Project, as outlined in the attachment to the agenda, effective from 2005.

7.11 Deletion of ECTE381 from BE – Telecommunications Engineering degree
SECTE wishes to delete ECTE381 Internet Engineering 1 and replace it with a Telecommunications Option in the BE – Telecommunications Engineering and associated double degrees, from 2005.

Resolution FAC.04/19:
It was resolved to approve the following changes for the BE – Telecommunications Engineering and associated double degrees:
(a) deletion of ECTE381 – Internet Engineering 1; and
(b) replacing ECTE381 with a Telecommunications Option,
effective from 2005.
7.12 **New Servicing Subjects for SECTE and the Bachelor of Engineering**  
SITACS will offer Bachelor of Engineering students CSCI191 – Engineering Programming 1 and CSCI192 – Engineering Programming 2 in place of CSCI114 and CSCI121.

**Resolution FAC.04/20:**  
*It was resolved to approve the replacement of CSCI114 and CSCI121 with CSCI191 and CSCI192 for Bachelor of Engineering students, effective from 2005.*

7.13 **Change Entry Requirements to IACT441 – Research Methodology**  
To accommodate students with a Spring entry offer, who have been granted the equivalent of two years advanced standing or credit exemption, the pre-requisite is to be amended to read:

Where students articulating (via credit or advance standing) to UoW have completed less than two full-time sessions (ie. 48 cp) at UoW, the entry requirement for IACT441 and thus BinfoTech (Hons), is:

a GPA of prior qualification (weighted) plus, WAM for session completed at UoW.

*Current Pre-requisite: WAM of 67.5 and approval from Head of School.*

**Resolution FAC.04/21:**  
*It was resolved to approve the changes to entry requirements for IACT441 – Research Methodology, effective from 2005.*

7.14 **Change of Pre-requisite for CSCI446 Multimedia Studies**  
The BIST Coordinator has requested that BIST students be permitted to take CSCI446 – Multimedia Studies as an elective. The pre-requisite is to be amended to read:

24cp @300 level or CSCI213 **and** INFO202.

*Current Pre-requisite: 24cp @ 300 level.*

**Resolution FAC.04/22:**  
*It was resolved to approve a pre-requisite change for CSCI446, effective from 2005.*

7.15 **Addition of Subjects to Master of Information Technology Management**  
SITACS wishes to add the following subjects to the Master of Information Technology Management Group A list of subjects commencing from 2005:  
IACT932 – Special Topics in Information and Communication Technology B  
IACT905 – Information Technology and Innovation

**Resolution FAC.04/23:**  
*It was resolved to approve the addition of IACT932 and IACT905 to the Group A Subjects list for the Master of Information Technology Management degree, effective from 2005.*

7.16 **Master of Information and Communication Technology**  
SITACS wishes to reorganise the Graduate Subjects list and the Graduate Additional Subjects list and reword the concluding statement on the IACT Graduate Subjects List to remove ambiguity for the Master of Information and Communication Technology degree, commencing from 2005, as follows:

a) Remove ITCS923 – Wired Web from Graduate Additional Subjects List;
b) Remove ITCS932 – from IACT Graduate Subjects List (already listed in CSCI).

c) Transfer ITCS936, ITCS937, ITCS938, ITCS950 and ITCS951 from IACT Graduate Subjects List to Graduate Additional Subjects List.

**Proposed concluding statement:** Any subject at 900 level from BUSS, MATH, STAT, ECTE, TBS. Any other 900 level subject is to be approved by the Head of School.

**Current concluding statement:** Any subject at 900 level from BUSS, MATH, STAT, ECTE, TBS, or any other 900 level subject approved by the Head of School.

**Resolution FAC.04/24:**

*It was resolved to approve the rewording of the concluding statement in the Graduate Additional Subjects List to remove ambiguity and the removal and reorganisation of subjects for the Master of Information and Communication Technology degree, effective from 2005.*

7.17 Master of Electronic Commerce

SITACS wishes to make the following subject changes to the Master of Electronic Commerce degree:

a) Remove ITCS923 – The Wired World

b) Add ITCS940 – Multimedia Programming Foundation (Group A)

**Resolution FAC.04/25:**

*It was resolved to approve the removal of ITCS923 and the addition of ITCS940 for the Master of Electronic Commerce degree, effective from 2005.*

7.18 Master of Health Informatics

SITACS wishes to add the following subject to the Electives List for the Master of Health Informatics degree:

a) ITCS904 – Database Systems (CSCI235).

**Resolution FAC.04/26:**

*It was resolved to approve the addition of ITCS904 to the Master of Health Informatics degree, effective from 2005.*

7.19 IACT304 – Change of Subject Name

SITACS is proposing to change the subject name for IACT304 from *eBusiness Fundamentals* to *Principles of eBusiness*. There are two reasons for this change:

a) the title already exists in another faculty.

b) the proposed name is more “solid” and sounds better on a student’s résumé etc.

**Resolution FAC.04/27:**

*It was resolved to note the proposed change of subject name for IACT304 from eBusiness Fundamentals to Principles of eBusiness, effective from 2005.*

7.20 Changes to BIST Year 2 and 3 Elective List

The Proposed changes to Year 2 and 3 BIST elective lists was instigated by the BIST Co-ordinator and have been endorsed by SITACS. The following are the suggested changes to the BIST Electives for the Internet Applications and Internet Commerce Strands.

**Additions to Year 2 elective list:**

ECON227

ITCS201
Additions to Year 3 elective list:
IACT430, MARK343, CSCI361, BUSS311, MGMT370, IACT424, IACT405, IACT418, IACT419, IACT417, IACT424, COMM303, COMM327, COMM351, MARK343, MGMT370.

Remove the following subject from Year 3 elective list: DESN311

Resolution FAC.04/28:
It was resolved to approve the changes to Internet Applications and Internet Commerce specialisations of the BIST degree, effective from Autumn 2004, noting that students currently enrolled will not be disadvantaged by the changes.

7.21 PASS/FAILURE RATES
Dr Anne Porter tabled a report on the sub-committee’s progress. SMAS SEC has requested that she organise a subject review for STAT131 with the idea of developing a template for future subject reviews. As part of the process of developing a review template and a follow-up mechanism which can be used for meeting Schools’ requirements of reviewing all subjects over a 3-5 year period, Dr Porter has suggested that each School nominate one subject for this purpose.

The sub-committee presented the following recommendations to FEC:

- That the Dean request the Heads of SECTE and SITACS identify one subject each to take part in a subject review based on this session, noting that STAT131 has been selected by SMAS.
- That the sub-committee be expanded to include someone from CEDIR as they are involved in evaluation and development of surveys for teaching evaluation.

The sub-committee notes that while its primary function is to address the pass/fail rates, the processes used are linked to the practices to be established for reviewing subjects. FEC agreed that the Sub-committee would seek resources and support from the Dean.

8. AUQA REVIEW
Prof Steel reported that:
- the AUQA review is to take place in May 2005.
- two Faculty Reference groups have been formed and details of the membership for both groups is available on the web under Staff, Committees, Faculty Representative Members:
  a) Teaching and Learning;
  b) Research

Workshops will be conducted for both groups with a pre-meeting workshop for the Teaching and Learning group to be held.

9. REPORT FROM THE FACULTY RESEARCH COMMITTEE
Dealt with under item 6.11.

10. REPORT FROM WORKPLACE ADVISORY COMMITTEE
Dealt with under item 6.17.

11. OTHER BUSINESS
11.1 A/Prof Russell reported that:
- computer support for SMAS has improved and requests are being actioned in a timely manner.
• new statistical software is available through David Vernon or the Library for staff and students.

11.2 A/Prof Alcock moved and Prof Griffiths seconded the motion: That item 7.18 be removed and sent back to SITACS and SECTE as subject ITCS904 no longer exists. A further recommendation or substitution is to be made. Carried.

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, 5 August 2004.

Signed as a true record

_____________________________________
Professor Joe Chicharo, Chair

Ref: FAC.03/2004
Kim Oborn