1. **PRELIMINARY BUSINESS**

   1.1. *Apologies, Leave of Absence*

   Apologies were received from Dr C Alcock, Dr A Porter, A/Prof K Russell, Dr J Fan and Ms Sali El-Torgoman.

   It was noted that Dr D Bomba, Dr P Nickolas, Dr A Porter, A/Prof J Rayner, Dr W Susilo and Dr A Worthy were on study leave.

   1.2. *Confirmation of Minutes from previous meeting held 30 September 2004*

   The minutes of the previous meeting, held 30 September, were confirmed.

   1.3. *Business Arising from the Minutes*

   There was no business arising from the previous minutes.

2. **HIGHER EDUCATION SUPPORT ACT (2003)**

   Ms Leonie Kirchmajer reported on the changes contained within the new Higher Education Support Act, some of which are:

   - the HEC Scheme will now be called Commonwealth supported places/students;
   - the HECS loan scheme is now called HECS-HELP;
   - the discounts in place for up front payments are now less;
   - the repayment threshold has now risen from $25,348 to $35,000.

   and advised that detailed information is available from the Faculty Executive Officer.

3. **STARRED ITEMS FOR DISCUSSION**

   3.1. *Starred Items*

   Items 2, 4, 5, 6, 7 and 10 were starred.

   3.2. *Unstarred Items*

   All unstarred items were endorsed.
4. **DEAN’S REPORT**

4.2 **Congratulations**

Prof Chicharo reported that:

- the following people were successful in the recent round of promotions:
  - Mark Nelson was promoted to Senior Lecturer
  - Holly Tootell was promoted from Associate Lecturer to Lecturer
  - David Bomba was promoted to Senior Lecturer
- the following people were successful in the recent round of probations:
  - Marta Fernandes
  - Robert Connolly
  - Mark Nelson
  - Ibrahim Raad
  - Christian Ritz
  - Jiangtao Xi
  - Adrian Collins
- Koren Ward was successful in her application for Lecturer in SITACS.
- A new Associate Lecturer, Glenn Bewsell, will commence in 2005.

The Dean extended his gratitude to unsuccessful applicant, Bob Brown, acknowledging that his efforts were appreciated.

4.3 **Staff**

Prof Chicharo reported that:

- the three positions in SMAS had been finalised and offers distributed.
- there has been a change with the technical staff reporting structure. Technical Staff will now report to the Heads of School with staff in building three servicing SITACS and the Faculty Office, and staff in building 35 servicing SECTE, SMAS and TITR. A Faculty IT Committee will be constituted to develop management policies to ensure consistency.
- there is a change to tutor rates with now only two levels – those with a PhD and those without a PhD. It was noted, however, there some flexibility is available within this structure.

4.4 **Activities**

Prof Chicharo reported that:

- the Scholarship interviews are now finished and the official ranking process will occur tomorrow (Friday 3 December 2004).
- Early Entry was a successful event again; following are comparisons from the last 2 years’ Early Entry program:
  - 220 registrations this year as against 253 last year.
  - 190 interviews this year as against 232 last year.
  - 99 Guaranteed offers this year as against 93 last year, and 124 conditional offers this year as against 134 last year.
  - 2003 Early Entry offers resulted in 121 enrolments
- the staff who were involved in the year 12 Maths Prize, especially the Maths staff’s work, were congratulated; the day went very well.
- a brainstorming session was held re the Innovation Campus with the outcomes being a resolution that the Faculty needed an iconic presence on the Innovation Campus, proposing an IT graduate school to solve problems of separating researchers from teachers and having to move the entire Faculty across.
4.5 **Space**
Prof Chicharo reported that:
- Conceptual plans are in place for the renovations in Building 39;
- work on the upgrade to the intrusion system in Building 3 will commence in the second week of December 2004;
- work on the meeting room in Building 3 will commence on Monday 6 December 2004.

4.6 **Students**
Prof Chicharo reported that:
- Options Day is on the 5 January 2005;
- final changes of preferences is 6 January 2005;
- Informatics Enrolment day is Thursday 3 February 2005;
- Informatics Graduation is on Friday the 17 December 2004 and we will be sharing the afternoon session with the Law Faculty;
- student quotas for 2005 are 238 through UAC and 81 Direct applications, totalling 319; first preferences currently sit at about 80% of quota.

4.8 **Budget**
Prof Chicharo reported that a substantial outlay had been factored into the budget for the development of labs for coursework Masters and undergraduate students which will provide an immediate upgrade of current facilities and which would bring long-term benefits to the Faculty.

4.9 **Other**
Prof Chicharo reported that:
- the Faculty Planning Conference is scheduled for 27 and 28 January 2005.
- Visiting Committee Meeting is scheduled for next Friday 10 December 2004.
- the Faculty Plan review is required at the Strategic Planning Unit by Friday 3 December 2004, incorporating flag-waving activities and achievements to populate the University’s Annual Report.
- the Faculty sent out approximately 1095 fold-out postcards in the week prior to the annual ‘Schoolies Week’.
- Early Entry postcards are to be mailed out in early December.

4.9 **Reminders**
Prof Chicharo reported that:
- there will be end-of-year drinks and nibbles in the foyer of Building 3 following the meeting.
- he would like to thank all staff in the Faculty for their efforts over the past year.
- he would also like to extend his compliments of the season to staff and their families.

5 **ASSOCIATE DEAN (RESEARCH) REPORT**
Prof David Steel reported that:
- the Faculty has experienced outstanding research success during the period 1 January to 30 September 2004:
  - $2.4m in contract research compared to $4.6m University wide (includes Motorola, Integral Energy and Rei’ s CRC). This is a 900% increase on 2003 contract research income of $278,000.
- three or four more Motorola stages are still to come.
- six Discovery Grants and two (out of five) Linkage grants were awarded, totalling close to $2m out of the $10m for the whole University. Three Discovery grants through other institutions have also been awarded. All Informatics grants apart from one came from research strengths.
- the University ranked ninth in absolute dollar terms, exceeding Newcastle, Macquarie and Latrobe.

- applications for the current round of Linkage Grants are due at the Research Services Office on 26 November. There will be approx eight applications from the Faculty. The success rate for these grants is around 50%.
- Professor Sheil has advised that the budget is to carry over to 2005, allowing better planning as faculties know what money is available for next year.
- there have been 23 Domestic and 31 International research scholarship applications; both are down on previous years. Domestic applications that meet the criteria will be fast-tracked; those not meeting the criteria will be considered on February 3, 2005. Professor Steel is keeping an eye on the numbers and asked the Research Committee to encourage further applications. He suggested that the Faculty needed to create more flexible ways of creating scholarships from various pools of money.
- Discussion about the following issues also took place:
  - developing mechanisms for postgraduate student supervision;
  - scholarships;
  - research strengths; and
  - supervision.

6 **SUB-DEAN’S REPORT**

The Sub-Dean reported that:
- there have been 56 course transfers into degrees in the faculty since July. Of those, four were from other faculties and four were internal.
- the most popular degree was the BCompSci with 15 transfers, 11 from the BInfoTech.
- next was the BIT with 14 transfers, 10 from the BInfoTech.
- the BInfoTech had 7 new students, 4 from BCompSci.
- the BMath and BE both had four new students, while the BIST had three.

7 **HEADS OF SCHOOL REPORTS**

7.1 **SITACS**

Prof Philip Ogunbona reported that:
- two fixed term positions were made continuing and as a result they were advertised. The incumbents were able to apply. As a result of the selection process positions were filled by the following:
  - Dr Koren Ward appointed to the position of Lecturer (continuing).
  - Mr Glen Bewsell appointed to the position of Associate Lecturer (continuing).
• Prof Peter Eklund has accepted the Chair of Information Systems in the School of Economics and Information Systems within the Commerce Faculty. He will also be the Discipline Head for the Information Systems part of the School. He officially leaves SITACS on 6 Dec. 2004.
• SITACS Visiting Committee met on Thursday 21 October. Philip Ogbonna presented a report on the School which was well received. The Committee is very supportive of the new structures in the School. Members of the Committee attended the School Tradeshow and assisted with judging the best projects.
• four PhD candidates will be conferred with their degrees during the December graduation ceremony.
• ARC successes:
  Discovery grants:
  - R. Safavi-Naini P.R. Wild “Timeless digital signature for self-organising group”, with a total ARC funding over three years of $278,632
  - W Susilio, Y Mu and F Zhang “Short signatures: tools for securing digital transaction and their applications”, with a total ARC funding over two years of $192,000
  Linkage grants
  - P.N. Hyland and L Vrazalic "Development and validation of conceptual models and transferable architectures to support self-sustainable community portals", with a total ARC funding over three years of $72,444.
  - seven student summer scholars have commenced research projects in the School with various academics. Douglas Siviter conducted a research project management seminar for the students on 29 November 2004. This is the first in a series of three seminars.
  - OZCHI conference held and successfully organised by A/Prof Peter Hyland and other SITACS staff.
  - Supply Chain Management Workshop organised by Prof Aditya Ghose.

7.2  SMAS
A/Prof Graham Williams reported that:
• on Monday and Tuesday of this week SMAS interviewed for three lecturer positions in mathematics. There was one in applied mathematics, one in pure mathematics and one in mathematical finance. Pleasingly it was a very strong field. Offers have been made for all three positions and negotiations are continuing.
• in a space of three days Mark Nelson was awarded probation, an ARC grant and promotion. Well done Mark
• today the School is holding two workshops; Research Methods: Statistics and Finance (continues tomorrow) and Workshop in Mathematics and Finance. Both workshops have attracted some strong speakers. Also last weekend an ANZIAM mini meeting (applied mathematics) was held at Vincentia.
• a signing ceremony for the agreement with the ABS that will fund a Professor of Statistical Methodology is confirmed for 2.30pm Monday 6 December2004 at ABS House in Canberra. The Vice-Chancellor, Robert Clark and David Steel are attending.
7.3 **SECTE**
Prof Salim Bouzerdoum reported that:

- **ARC grants:**
  - SECTE staff were awarded five new ARC Discovery grants and one linkage grant:
    - Tad and Beata Wysocki (Discovery)
    - Joe Chicharo, E. (Enbang) Li, Jiangtao Xi, and X. Peng (Discovery)
    - Xiaoqing Huang and Joe Chicharo (Discovery)
    - Kwan-Wu Chin, Darryn Lowe and Raad Raad (Discovery)
    - Salim Bouzerdoum (Discovery at ECU, which will be transferred to UOW).
    - G.M. Schiemer, F. Naghdy and T. I. Hurd (Linkages)

- there is two Master thesis completions and one PhD.

- the short-listing for the position of Lecturer/Senior Lecturer in Power Engineering took place on 18 November 2004. Five out of 29 candidates were short listed for interview.

- School Visiting Committee held its final meeting for 2004 on 26 October. Main discussion items were:
  - School Strategic Plan (useful feedback received)
  - Research within the School, Postgraduate education, and how we can integrate more research with teaching.
  - Mix between fundamental and applied research
  - BE Course Review
    - Big picture in first year
    - Design and Management. subjects, more differentiation between ECTE250/350

- Bruce Williamson reported on the status of the Telecom industry and where it is heading in the next few years. Opportunities exist for SECTE and the Faculty of Informatics.

- the teachingLaboratories undergoing a major upgrade.

- on 28 October 2004, SECTE hosted the IEE Thesis Presentation Competition. Shane Lauf, a student from SECTE, took the first prize in this competition.

- the same student, Shane Lauf, was runner-up in the Inaugural Robert Hope Memorial Prize.

- two of SECTE undergraduate female students, Neda Zamani and Efthalia Kazepidis, were awarded ABC Women in Engineering scholarships.

- A number of SECTE staff are involved in the organisation of a major international conference on Signal Processing and its Applications to be held in August 2005.

8 **Committee Members’ Reports**

8.1 **Academic Senate** – A/Prof C Alcock, Ms P McFarlane, A/Prof R Nillsen, Dr A Porter and Prof Rei Safavi-Naini.
(As attached to agenda)
8.2 Faculty of Arts – Mr P Vial
No report.

8.3 Faculty of Commerce – Dr P Yu
No report.

8.4 Faculty of Creative Arts – Mr D Saffioti
No report.

8.5 Faculty of Education – Mr P Doulai
No report.

8.6 Faculty of Engineering – Dr K Ward
No report.

8.7 Faculty of Health and Behavioural Sciences – Dr K T Win
(As attached to agenda)

8.8 Faculty Law – Mrs H Tootell
No report.

8.9 Faculty of Science – Dr W Susilo
(As attached to agenda)

8.10 University Research Committee – Dr S Gower
No report.

8.11 Faculty Research Committee – Prof D Steel
No report.

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

8.13 Faculty Education Committee – A/Prof F Naghdy
No report.

8.14 Library Committee – A/Prof C Alcock
No report

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

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

8.17 Faculty WAC Committee – Mr L Ohlbach
No report.

8.18 Wollongong University College – Mrs H Tootell
No report.

9. Report from the Faculty Education Committee – 1 July 2004

9.1 Subject Proposal – Revision of ECTE426 and ECTE926 (as attached to agenda)
The subjects ECTE426 and ECTE926 – Power Distribution have been updated. The revision includes changes to:
- Subject Name
- Subject Content
- Learning Outcomes
Resolution FAC 04/34
It was resolved to approve the revisions of ECTE426/926 – Power Distribution, effective from 2005.

9.2 Subject Proposal – MATH010 (as attached to agenda)
This new subject has been developed to assist the Faculty of Engineering with their proposed Enabling Course, which is being fast-tracked through the University’s course approval process. The Enabling Course will replace the bridging course previously held prior to the commencement of Autumn session.

Resolution FAC 04/35
It was resolved to approve MATH010 – Enabling Mathematics for Engineers, to be offered from 2005.

10. AUQA Review
Prof Joe Chicharo reported:
- that the Faculty will be receiving feedback from the Trial AUQA review to prepare for the real thing in 2005.
- that he also would like to thank all of those who participated in the Trial review and offered valuable comments and observations.

11. Report from the Faculty Research Committee
Dealt with under 8.11

12. Report from Workplace Advisory Committee
Dealt with under item 8.17.

13. Other Business
Pro Vice Chancellor of Operations, Prof John Patterson reported on the success of the Faculty over the past year and thanked all staff for their efforts and achievements.

14. Date of Next Meeting
The Dean thanked members for their attendance and closed the meeting at 2.45pm. The date of the next meeting will be advised when the 2005 meeting schedule is released.

Signed as a true record

Professor Joe Chicharo, Chair

Ref: FAC.06/2004
Krystal Dewhurst