UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  

Minutes of Meeting No. 4/2004 held on Thursday, 5 August 2004  
at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT:  
Prof J F Chicharo, Dr C Alcock, Ms V Baker, Mr B Brown,  
A/Prof I S Burnett, Dr P J Davy, Dr P Doulai, Prof E Dutkiewicz,  
Dr M Edwards, Prof J A Fulcher, Mr O Garcia, Prof V Gosbell,  
Dr S Gower, A/Prof N A B Gray, Dr Xiaojing Huang,  
Dr I Kharitonenko, D Z Li, Dr Y-X Lin, Dr X-P Lu, A/Prof T Marchant,  
Mr J Moscrop, A/Prof G Naghdy, Dr P Ogunbona, Dr I Piper,  
Dr Christian Ritz, Mr Duane Robinson, A/Prof K Russell, Prof F Safaei,  
Prof R Safavi-Naini, A/Prof D Siviter, Prof D Steel, Dr D Stirling,  
Mr W Tibben, Dr G Trott, Mr S Van Duin, Mr P Vial, Dr K Ward  
A/Prof G Williams, Dr A L Worthy, Dr L Ye, Dr P Yu,  
A/Prof M Zhang, Dr S-P Zhu, A/Prof Y Herrington, Ms A Meldrum,  
Mr A Larchez, Ms C Todd, Mr M Eber and Mr G Smith.

IN ATTENDANCE:  
Ms K Dewhurst and Ms S Dewhurst.

1. PRELIMINARY BUSINESS  

1.1. Apologies, Leave of Absence  
Apologies were received from Dr B S Perera, Ms K T Win, A/Prof J Montagner,  
Dr Jiangtao Xi, Ms Sali El-Torgoman, Dr P Ciufo, Ms L Burgess,  
Dr P Boustedt and Dr P Gulati.  
It was noted that Dr A Porter, Dr W Susilo and Dr S Wilson were on leave.

1.2. Confirmation of Minutes from previous meeting held 10 June 2004  
The minutes of the previous meeting, held 10 June, 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 and 9 were starred.

2.2. Unstarred Items  
All unstarrted items were endorsed.

3. DEAN’S REPORT  

3.1 Welcome  
The Dean, Professor Joe Chicharo welcomed the new Head of SITACS Prof Philip  
Ogunbona and the new student representatives Tony Larchez, Catherine Todd,  
Martin Eber, Sali El-Torgoman and Gareth Smith to their first Faculty Committee  
meeting.
3.2 Congratulations
Prof Chicharo reported that:
- David Steel will continue as Head of SMAS whilst undertaking the role of Associate Dean (Research).
- Rei Safavi-Naini is the new Director of TITR.
- Peter Hyland (with Lejla Vrazalic) is a NSW finalist in the Prime Minister’s award for Community Partnerships and will now compete at the national level.
- in the recent ARC linkages round, the UoW was the second most successful university in Australia with Informatics receiving 40% of the grants.
  Congratulations to Jenni Seberry and Peter Eklund;

3.3 Staff
Prof Chicharo reported that:
- workloads are still awaiting final completions; publications will be added when audited figures are available.
- Prof Victor Gosbell is Acting Head of SECTE until the new Head arrives a the end of September.
- thanks were extended to A/Prof Fazel Naghdy for his commitment to the position of Acting Head of SECTE.
- David Steel will remain Head of SMAS until the new Head is appointed. David Steel was acknowledged for his commitment to the position and for continuing until the new Head is appointed.
- Kim Oborn has been moved to the position of Dean’s Assistant until Gina Portscher returns from Maternity Leave in January 2005. Krystal Dewhurst is replacing Kim in the Student Enquiries Centre on a limited term contract, also until January 2005.
- University audit on workloads and career development audit has already started.
- The Faculty will be signing a new Power Quality and Reliability Centre contract with Integral Energy doubling the previous commitment. Vic Gosbell Duane Robinson and Sarath Perera were congratulated on their efforts in this regard.

3.4 Activities
Prof Chicharo reported that the Merit List 2003 Luncheon will take place on 16 August at which last year’s Student Representatives will also be recognised.

3.5 Other Campuses
Prof Chicharo reported that:
- the Harbridge partnership in Singapore was terminated in June with limited disruption to students;
- current partnership with Zengzhou University of Light Industry in China is winding down and negotiations are currently underway with other potential partners;
- current partnership with ABRS in Hong Kong is also winding down and negotiations underway with potential partners;
- Harbridge is to face an Australian Court to recoup lost income;
- as a result of the Harbridge experience, all agreements with partners will be re-written utilising one standard agreement comprising different schedules for each situation.
3.6 Students
Prof Chicharo reported that:
- Informatics have been awarded 100 new places out of the UoW’s total of 345 new places;
- International students are up 30% on last year and most of these students are postgraduates; domestic students are down 50%;
- A marketing campaign is being developed to attract more domestic undergraduate students;
- Early Entry registrations opened on 1 July with 90 registrations thus far, which is the same as last year;
- Early Entry profiles on this year’s EE student intake are now complete and will be forwarded to the media;
- Last year’s EE profiles will be placed on the EE website;
- Awaiting outcome of new budget before offering scholarships;
- The Vice-Chancellor’s memo re the Course Experience Questionnaire Report has been responded to by the schools outlining strategic plans to improve the failure rates found typically in first year students;
- New guidelines for administering postgraduate coursework students’ minimum rate of progress have been distributed to Heads and to Schools;
- Discovery Days next year will run for four days in lieu of the previous three with academic staff resourcing implications.

3.7 Budget
Prof Chicharo reported that:
- The budget has been forwarded to John Patterson;
- The salary budget has increased considerably.

3.8 Space
Prof Chicharo reported:
- That the Faculty was in the middle of a lack of space crisis;
- Building 39 is to be remodelled to accommodate more office space;
- Building 3 meeting room is under discussion for construction in the north-eastern corner of the foyer.

3.9 Other
Prof Chicharo reported that:
- The battle for Early Entry parking has failed with potential solutions still being discussed;
- An Early Entry overview for staff will be held prior to EE day to standardise recommendations to students;
- The Medical School announcement is a positive for UoW.

3.10 Reminders
Prof Chicharo reported that:
- The Sir John Monash Award applications close on 31 August;
- UoW information Evenings to be held in September.
4 SUB-DEAN’S REPORT
The Sub-Dean reported that:
- there have been 107 course change requests received so far and eight changing from one degree into the same degree because of the latest majors;
- the most popular degree is BCompSci with 38 out of 107, followed by BIT 21, BIST 17, BInfoTech 11, BE 4 and BMaths 15;
- students can no longer seek enrolment into subjects without a signature;
- students have one more week to change subjects;
- computer security is an issue with some students not logging off computers in labs. One student was withdrawn from all subjects by another student as a result of not logging out.

5 HEADS OF SCHOOL REPORTS
5.1 SITACS
Prof Philip Ogunbona reported that:
- both Prof Jennifer Seberry and Mr Tianbing Xia received a $120 000 ARC Linkage International (Fellowships) grant for their work on the Combinatorial Structures for Computer Security and Communication.
- Prof Peter Eklund received a $30 000 ARC Linkage International (Awards) grant for his work on the Conceptual Knowledge Processing.

5.2 SMAS
Prof David Steel reported that:
- Prof John Patterson will attend the School on 12 August as previously reported by the Dean;
- ads will be placed next week for three lecturing positions;
- ABS funding of the Chair is moving along with approx funding of $1m over five years;
- of the 100 new student places, 23.5 will be in SMAS.

5.3 SECTE
A/Prof Victor Gosbell reported that:
- the new Head of School will commence late September and extended the School’s gratitude to Fazel Naghdy for his contribution to the acting Head’s position for the previous eight months;
- SECTE Visiting Committee met last week noting that industry co-op scholarships are down due to the demise of the University Foundation;
- the SECTE Visiting Committee Chair, Roger Evans, had been awarded a Fellowship of the University;
- there are three new postgraduate students in SECTE which means all space is now fully occupied; that the only space now available is the IEEE space, and this space will now become Faculty space.

6 COMMITTEE MEMBERS’ REPORTS
6.1 Academic Senate – Prof Rei Safavi-Naini
No report.
6.2 **Faculty of Arts** – Dr A Porter  
No report.

6.3 **Faculty of Commerce** – Dr P Yu  
No report.

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

6.5 **Faculty of Education** – Mr P Doulai  
No report.

6.6 **Report Faculty of Engineering** – Dr K Ward  
No report.

6.7 **Faculty of Health and Behavioural Sciences** – Dr K T Win  
- The Faculty of Health and Behavioural Science has invited a representative from the University Quality Assurance Committee to visit every meeting before the AUQA audit for UoW to give an overview of activities.  
- The Dean will report to the Faculty as soon as he gets any news regarding the proposed medical school.  
- It was noted that the faculty of HBS will conduct a publication writing workshop especially to assist new staff in their publication writing skills.  
- The chair of faculty workplace advisory committee has suggested staff to report all the near miss events for OH&S.

6.8 **Faculty Law** – Mrs H Tootell  
No report.

6.9 **Faculty of Science** – Dr W Susilo  
No report.

6.10 **University Research Committee** – Dr S Gower  
No report.

6.11 **Faculty Research Committee** – Dr S Gower  
As attached to agenda

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

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

6.14 **Library Committee** – A/Prof C Alcock  
No report.

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

6.16 **Internationalisation Committee** – A/Prof G Williams  
The Internationalisation Committee is considering ways to diversify the University's (and the Faculty’s) intake amongst more countries and amongst more disciplines.

6.17 **Faculty WAC Committee** – Mr Les Ohlbach  
No report.
6.18 **Wollongong University College – Mrs H Tootell**

**ITEMS OF INTEREST**

- **Arising from minutes**
  * pass conceded accounts for less than 25% of total credits
  * Pass conceded from WUC does not count for UoW credit points
  * WAM entry to Computer Science was raised from 65 to 70

- **New**
  * What is the trend in international numbers in Informatics. WUC meeting stated that all but Commerce were in decline.
  * 25-26 October is the date for the trial audit of UoW. WUC is prepared for audit process.
  * ESOS review? What is the impact on Informatics?
  * Informatics numbers are down in WUC by approximately 20%. What is the student number impact in Informatics?
  * WUC is re-evaluating some of its offerings. It is important that any changes are not solely focussed on increasing international numbers. Equity and access programmes for domestic students are being considered.

7. **Report from the Faculty Education Committee – 1 July 2004**

7.1 **Faculty Service Agreements**

All four Faculty applicants were successful in obtaining production assistance from CEDIR for July-December 2004. Congratulations to:

- **Holly Tootell**
  IACT201 Information Technology & Citizens’ Rights

- **Christian Ritz**
  ECTE171 Introduction to Signs and Signals

- **Anne Porter**
  Maintenance Utility & Dual Boot Training & Orientation

- **Will Tibben**
  IACT202 Structure and Organisation of Telecommunications

7.2 **New Prize – Spruson & Ferguson Prize**

SECTE has requested that the new Spruson & Ferguson Prize, as attached to the agenda, be approved for introduction in 2005, noting it will be available to students who complete INFO202 in 2004.

**Resolution FAC. 04/28:**
That the Spruson & Ferguson Prize, as attached to the agenda, be approved for forwarding to the University Student Awards Committee, noting that the prize will be awarded for the first time in 2005, ie it will be available to students who complete INFO202 in 2004.

7.3 **Revision of Prize – Women in Engineering Bursaries**

SECTE has requested that the revised prize conditions for the Women in Engineering Bursaries, as attached to the agenda, be approved for introduction in 2005. The Faculty of Engineering has approved the minor changes.

**Resolution FAC. 04/29**
That the revised prize conditions for the Women in Engineering Bursaries, as attached to the agenda, be approved for forwarding to the University Students Awards Committee, noting that the revised prize conditions will be applicable from 2005.
7.4 **Deletion of CSCI112/MCS9112 – Fundamentals of Computer Science**

As a result of changes in the Computer Science core curriculum, SITACS has decided to delete CSCI112/MCS9112 – Fundamentals of Computer Science, effective from 2005. The decision to delete the subject was made in consultation with representatives from SMAAS.

Neither CSCI112 nor MCS9112 are core for any degree offered by the University.

**Resolution FAC. 04/30**

*That the deletion of the subject CSCI112/MCS9112 – Fundamentals of Computer Science, effective from 2005 be approved.*

7.5 **Deletion of Bachelor of Mathematical Sciences Degree**

At the Faculty of Science meeting of 7 May it was resolved to delete the Bachelor of Mathematical Science degree, as follows:

**Resolved (04/10)**

*That Faculty recommend to Senate that the Bachelor of Mathematical Sciences degree be deleted from the Faculty of Science offerings from 2005, as proposed in the attached document.*

The application for deletion of the course, as attached to the agenda, includes a rationale for the proposed deletion.

The Faculty of Science has indicated that, if there are no objections from the Faculty of Informatics, they will forward the proposal to Academic Senate Standing Committee.

**Resolution FAC. 04/31**

a) *That the decision by the Faculty of Science to delete the Bachelor of Mathematical Sciences degree, effective from 2005, be endorsed;*

b) *That the request the Faculty of Science be requested to forward the proposal to Academic Senate Standing Committee for approval.*

8. **AUQA REVIEW**

Ms Heather Sainsbury reported that:

- the AUQA review is to take place in May 2005.
- there will be a trial audit on the 25 and 26 November to gain feedback.
- when AUQA finds out who the auditors will be auditing those staff members will be briefed on what needs to be done.

9. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**

The new Chair, Prof David Steel:

- acknowledged the effort and extended his gratitude to Dr Steve Gower as Acting Chair for the past 12 months during difficult times.
- stated the importance of increasing our share of the national research income cake;
- noted that the UoW Strategic Plan focuses strongly on research strengths, but does not speak to those people outside these strengths.
- stated that the Faculty should aim for two more research strengths in 12 months’ time.

*(See also item 6.11)*
10. REPORT FROM WORKPLACE ADVISORY COMMITTEE
   Dealt with under item 6.17.

11. OTHER BUSINESS
   11.1 Academic Senate
       The new Faculty representatives to Academic Senate, Dr Anne Porter and Ms
       Penney McFarlane, were noted.

   11.2 Academic Promotions Committee
       The following new nominees to the Academic Promotions Committee were noted:
       
       **Professor** (female) Prof Jennifer Seberry to 30 June 2007
       **Sub-Professorial** (female SL or above) A/Prof Carole Alcock to 30 June 2005
       **Sub-Professorial** (male SL or above) A/Prof Ken Russell to 30 June 2005

   **Resolution FAC.04/32**
   The University response to the resolution passed at the last Faculty meeting relating
   to the terms of office for Sub-Professorial (Senior Lecturer or above) Faculty
   nominee positions to Academic Promotions Committee was noted.

12. DATE OF NEXT MEETING
    The Dean thanked members for their attendance and closed the meeting at 2.50pm. The
    next meeting is scheduled for Thursday, 30 September 2004.

    Signed as a true record

    ____________________________
    Professor Joe Chicharo, Chair

Ref: FAC.04/2004
    Krystal Dewhurst