UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  

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

PRESENT:  
Prof J F Chicharo, Dr C Alcock, Miss G Auyzio, Ms V Baker,  
Ms S Barikzai, Prof A Bouzerdoum, Mr B Brown, A/Prof I S Burnett,  
Mr P T Castle, Dr P Ciufo, Dr P Doulai, Ms S El-Torgoman,  
Prof J A Fulcher, Mr O Garcia, Dr S Gower, Dr C M Gulati,  
Dr X Huang, Dr I Kharitonenko, Mr A Larchez, Dr Y-X Lin, Dr X-P Lu,  
Dr Y Mu, A/Prof F Naghdy, A/Prof G Naghdy, Dr B S Perera,  
Dr I Piper, Dr P Premaratne, Mr C Ritz, A/Prof K Russell, Prof F Safaei,  
Mr W Tibben, Ms H Tootell, Dr G Trott, Mr S Van Duin, Dr K T Win,  
Dr J Xi, Dr L Ye, A/Prof M Zhang and Dr S-P Zhu.  

IN ATTENDANCE:  
Ms K Dewhurst and Ms K Oborn.  

1. **PRELIMINARY BUSINESS**  
   
   1.1. **Apologies, Leave of Absence**  
   Apologies were received from Prof D A Griffiths, A/Prof T Herrington,  
Ms A Meldrum, Dr M Nelson, A/Prof R V Nillsen, Mr D Robinson, Prof J Seberry,  
A/Prof D Siviter, Prof D Steel, Mr G Smith, Ms C Todd and Dr P Yu.  

   It was noted that Dr D Bomba, A/Prof P Hyland, Dr J Lukasiak, Dr P Nikolas,  
Dr D Platt, Dr A Porter, A/Prof J Rayner, Dr C Sandison, Dr W Susilo and  
A/Prof T Wysocki are on leave.  

   1.2. **Confirmation of Minutes from previous meeting held 5 August 2004**  
   The minutes of the previous meeting, held 5 August, 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, 6, 7.18 and 8.1 were starred.  

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

3. **DEAN’S REPORT**  

   3.1 **Welcome**  
   The Dean, Professor Joe Chicharo welcomed the new Head of SECTE Prof Salim  
Bouzerdoum to his first Faculty Committee meeting.
3.2 **Congratulations**  
Prof Chicharo reported that:
- SECTE Student Representatives Tony Larchez and Sali El-Torgoman took out two of the three categories in the recent Graduate Attributes Challenge.
- the Integral Energy contract has been renewed. $1M will be received over the next three years which includes funding for two academic positions and an additional Senior Lecturer position in the area of System Reliability. Dr Sarath Perera will lead this new initiative taking over from Prof Vic Gosbell who will go into some form of retirement next year.
- Electricity Supply Association of Australia Prize went to members of the power Group. This is the third year in a row that members of the Power Group have taken one of the two prizes.
- the Faculty has successfully signed a contract with Motorola worth approximately $1M over six months ($500 000 cash).
- the Faculty has members in four ARC network groups. Peter Eklund and Aditya Ghose, Minjie Zhang, Tad Wysocki and Prof Salim Bouzerdoum are our successful staff.

3.3 **Staff**  
Prof Chicharo reported that:
- Stein Krav has resigned effective from the 23rd September; the Faculty is looking to replace him.
- Mr Jinfeng Huang commenced on the 20th September as the Faculty’s new Finance Support Officer.
- two contract replacement positions in SITACS close this week.
- three lecturing positions in SMAS have now closed; the selection process will commence shortly.
- there will be one new advertised position in SECTE funded by the Integral Energy Contract.

3.4 **International Activities**  
Prof Chicharo reported that:
- a standard legal contract for offshore partners has been developed.
- negotiations are taking place with Singapore Institute of Management (SIM) who are keen to have UoW as their single IT provider.
- a new contract with Hong Kong University of Science and Technology is being negotiated.
- the contract with ABRS in Hong Kong is being terminated.
- an agreement is in the final stages of negotiation with Zhengzhou University in China; lead by Dr Jiangtao Xi in SECTE.
- the Vice Chancellor is considering withdrawing from the accreditation process because of demands for fundamental changes to our degrees.

3.5 **Space**  
Prof Chicharo reported that:
- there is no progress on this issue as yet; schools are encouraged to put forward proposals on usage of the current space.
3.6 Students
Prof Chicharo reported that:
- the Faculty has lost the recently allocated 100 new places to the medical school for the next three years.
- Early Entry registration closed at 216 (as against 2003 final figure of 241), interviews will be held Friday 1 October 2004.
- the Faculty of Engineering interviewed 180 students for Early Entry this week.

3.7 Budget
Prof Chicharo reported that:
- the Faculty has been allocated $15.03M for 2005 (compared to $13.9M last year), an increase of 3.6% which will be taken up by the 5% pay rise; the initial request was for $16M, The surplus is to be retained.
- an upgrade of computer labs to bring them up to international standard is proposed for the surplus.

3.8 Other
Prof Chicharo reported that:
- the Visiting Committee at its recent meeting discussed the following:
  - New members
  - Scholarships
  - Long term Strategic Plan
  - Innovation Campus
- SMAS is in the process of forming a Visiting Committee; strategic plan objectives being worked on; report to next Faculty Committee Meeting.
- Robyn Weekes (EEO Unit) conducted a survey and identified that there are cultural awareness issues between staff and students; the faculty will be working on a cultural sensitivity awareness campaign.

4 Associate Dean (Research) Report
Prof David Steel reported that:
Recent research successes;
- Major Motorola contract recently finalised.
- Renewed and increased funding of Power Quality Centre by Integral Energy
- Prof Gosbell awarded prize for best paper by Electrical Supply Association for the third year.
- Peter Eklund, Aditya Ghose, Minjie Zhang, Tad Wysocki and Salim Bouzerdoum all part of successful ARC Research Networks bids.
- Koren Ward received the best paper award at the Towards Autonomous Robotic Systems 2004 conference, at the University of Essex.
- the Faculty has eight expressions of interest in second round of ARC Linkage grants. Drafts are required at the Research Services Office by 18 October. A draft of the application should be provided by applicants to appropriate colleagues, their industry partner and David Steel or Steve Gower for comment as soon as possible.
- FRC has considered URC Small Grant applications and passed its recommendations to URSC, which met on 22 September; announcement expected early October. The quality and quantity of applications from the
faculty was high, with 23 applications and 3 multidisciplinary applications considered. Feedback will be provided to all applicants.

- The Faculty will be getting a Manager Innovation & Commercialisation Development (MICD).
- A paper is being drafted by the URSC on Research Training and Management. It highlights the issue in recruiting and properly supporting HDR students. These are important issues for the Faculty.

5 **SUB-DEAN’S REPORT**

The Sub-Dean reported that:

- the Quality 101 Working Party is improving the learning process, useful information was collected from a survey on students involved in three first year subjects.
- there was a student caught trying to hack into the Sub-Dean’s computer (about 4000 times per minute). The student was identified and caught in Building 17; an investigation was held and the student was dismissed at the university’s discretion.
- Academic staff were asked to remind all students not to download information from the internet unless required as internet quota is becoming an increasing problem. CSCI321 students are requesting more quota and there is no way of charging them – school responsible for additional costs.

**ACTION** – To find out what the internet costing is by ITS – **Prof J Chicharo**.

6 **HEADS OF SCHOOL REPORTS**

6.1 **SITACS**

Prof Philip Ogunbona reported that:

- SITACS Trade Show will be held on Thursday 21 October in the UniCentre Hall 1:00 – 5:00 pm. CSCI321 students will be displaying their software development projects and IACT450/950 Hons students will be presenting posters about their research. Invitations have been sent to students in the state of NSW and business’ in the Illawarra.
- Dr. Koren Ward won the Best Paper Award at the recently concluded TAROS conference for her paper entitled “Controlling a Mobile Robotic hand by Learning Trajectory Velocities”.
- SITACS organised a meeting with students who had failed more than one subject in the Autumn session; feedback was very good and follow up is to take place.
- The academic board of studies in SITACS (ABS CS and ABS IT) are up and running.
- Three staff from SITACS are involved in the recently announced successful ARC Networks – Prof A Ghose, Prof P Eklund and A/Prof M Zhang.
- There has been a very good response to the advertisement for positions of Lecturer and Associate Lecturer in SITACS. The applications close today 30/9/2004; short listing to commence soon.

6.2 **SMAS**

A/Prof Ken Russell reported that:

- David Steel has finished his term as Head of School after four years and Graham Williams has taken on the role for the next 2 years.
• Robert Clark has taken up a position as Senior Lecturer, 50% in the School and 50% in the Centre for Statistical and Survey Methodology.

• applications have closed for three advertised positions; 35 applications were received for the Applied Mathematics position, 23 for the Pure Mathematics position, and five for the Financial Mathematics position. The new staff to be in place for 2005.

• Building 15 is now officially refurbished. Its proper name is the Austin Keane Building, named after the first Professor of Mathematics. A large portrait of Austin, in sandstone and glass, will be installed in the main foyer, hopefully by the end of the year. We are grateful for the work done in this regard by students of the Faculty of Creative Arts.

6.3 SECTE
Prof Salim Bouzerdoum reported that:

• the official signing ceremony for the 4th successive major R&D contract between Integral Energy and the University, resulting in the Power Quality and Reliability Centre being funded for three more years, took place on 26th August 2004. As part of this funding, an additional position of Senior Lecturer/Lecturer in the power area is being advertised.

• Dr Ilango is currently in hospital undergoing further treatment.

• Dr Peter Parr, a member of the School Visiting Committee and formerly with Engineers, Australia participated in an Academic Forum on the review of the Structure of the BE courses which was held on 20th August 2004.

• A/Prof Fazel Naghdy on behalf of SECTE, hosted a visit from Northern Malaysia University College of Engineering (KUKUM) on Wednesday (21st September 2004). Three people, including Deputy Rektor, Dean of School of Micro-Electronics and Dean of School of Material Engineering were part of the team. The possibility of having KUKUM staff undertake postgraduate studies at UoW and future collaborations were discussed.

• the School is hosting the Fourth Annual IEE Thesis Presentation Competition, involving students from Sydney University, UNSW, UTS and UoW, on 28th October 2004.

• three students from SECTE, Lianne Moller, Sali El-Torgoman and Tony Larchez, won two out of the three possible awards in the recent Graduate Attributes Challenge. The awards for best report and best presentation; the best poster was taken out by Marketing. Comments from the judges included “well structured”, “engaging and entertaining” and “excellent use of Powerpoint”.

• a recent School meeting, held on 23rd September 2004, identified space was a major issue in the School; there is no space currently for new postgraduate students, and an office still needs to be found for the new Senior Lecturer in Power. Consequently, the school has formed a space sub-committee.
7 COMMITTEE MEMBERS’ REPORTS

7.1 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

7.2 Faculty of Arts – Mr P Vial
No report.

7.3 Faculty of Commerce – Dr P Yu
No report.

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

7.5 Faculty of Education – Mr P Doulai
No report.

7.6 Report Faculty of Engineering – Dr K Ward
No report.

7.7 Faculty of Health and Behavioural Sciences – Dr K T Win
As attached to agenda.

7.8 Faculty Law – Mrs H Tootell
No report.

7.9 Faculty of Science – Dr W Susilo
As attached to agenda.

7.10 University Research Committee – Dr S Gower
No report.

7.11 Faculty Research Committee – Prof d Steel
No report.

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

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

7.14 Library Committee – A/Prof C Alcock
No report

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

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

7.17 Faculty WAC Committee – Mr Les Ohlbach
No report.

7.18 Wollongong University College – Mrs H Tootell
As attached to agenda.

ACTION – Discuss in each school how WUC can attain feedback on their students – Heads of School.
8. **REPORT FROM THE FACULTY EDUCATION COMMITTEE – 1 JULY 2004**

8.1 **Subject Proposal – Revision of ITCS949 (attached)**

ITCS949 – Industry-based Information Technology Project has been updated to ensure content and outcomes are current and appropriate.

The revision includes changes to:

- Subject Name;
- Subject Content;
- Learning Outcomes;
- Tertiary Literacies;
- Assessment Methods; and
- Addition of Singapore as a possible new location.

The proposal has been discussed with the Faculty Librarian Annette Meldrum, and her feedback has been incorporated with the proposal.

**Resolution FAC.04/33**

It was **resolved** to approve the revisions to ITCS949 – Industry-based Information Technology Project, as proposed in the attachment to the agenda, effective from 2005.

9. **AUQA REVIEW**

Ms Heather Sainsbury tabled a report on the progress of the AUQUA Review. Report was tabled.

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

Dealt with under 7.11

11. **REPORT FROM WORKPLACE ADVISORY COMMITTEE**

Dealt with under item 7.17.

12. **OTHER BUSINESS**

There was no other business.

13. **DATE OF NEXT MEETING**

The Dean thanked members for their attendance and closed the meeting at 2.45pm. The next meeting is scheduled for Thursday, 2 December 2004.

Signed as a true record

Professor Joe Chicharo, Chair

Ref: FAC.05/2004

Krystal Dewhurst