UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS

Minutes of Meeting No. 1/2005 held on Thursday, 10 March, 2005 at 1:30pm in the Faculty Meeting Room (39/150A).

PRESENT: Prof J F Chicharo, A/Prof C Alcock, Prof A Bouzerdoum, Ms L Burgess, Mr P T Castle, Dr P Davy, Dr P Douai, Prof E Dutkiewicz, Dr M Edwards, Mr E Farrell, Prof J Fulcher, Prof A Ghose, Dr J Goard, A/Prof N Gray, Prof D A Griffith, A/Prof T Herrington, Dr Xiaojing Huang, Dr I Kharitonenko, Mr Antoine Larchez, Dr X-P Lu, Prof M McCrae, A/Prof P McKerrow, A/Prof T Marchant, Ms A Meldrum, Dr Y Mu, A/Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson, Dr P Nickolas, Dr S Perera, Dr I Piper, Dr A Porter, Dr C Ritz, A/Prof K Russell, Prof R Safavi-Naini, Prof J Seberry, Prof D Steel, Dr W Susilo, Mr W Tibben, Ms Catherine Todd, Ms H Tootell, Dr G Trott, Mr P Vial, Dr K Ward, A/Prof G Williams, Dr S Wilson, Dr A Worthy, Dr Jiangtao Xi, and A/Prof M Zhang.

IN ATTENDANCE: Ms K Oborn and Ms S Dewhurst.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Ms G Awyzio, Dr C Gulati, Dr W Li, Dr J Lukasiak, Prof P Ogunbona, Prof F Safaei, Mr D Saffioti, Dr T Xia, Mr B Webb and A/Prof T Wysocki.

It was noted that A/Prof I Burnett, Dr P Ciufo, Dr L Dunn, Mr O Garcia, Dr Z Li, Mr D Robinson, A/Prof D Siviter, Dr D Stirling, Ms K T Win, Dr P Yu, Dr SP Zhu are on study leave and that Dr C Sandison is on maternity leave.

1.2. Confirmation of Minutes from previous meeting held 2 December, 2004
The minutes of the previous meeting, held 2 December, were confirmed as a true and accurate record. A/Prof F Naghdy moved and A/Prof K Russell seconded.

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, 7.15, 8, 9 and 11 were starred.

2.2. Unstarred Items
All unstarred items were endorsed.
3. DEAN’S REPORT

3.1. Staff
Prof Chicharo reported that:

- resignations have been received from A/Prof Carole Alcock, Ms Safia Barikzai, Dr Philip Ciufolo and Mr Les Ohlbach. The Dean expressed his gratitude to each of them for their contribution to the Faculty.
- Carole has taken up a position with University of Adelaide.
- Safia has decided to return to the United Kingdom.
- Philip has taken a position in industry.
- Les has decided to take an early retirement package.

Prof Chicharo advised that all positions will be replaced through a mass recruitment exercise.

- shortlisting and interviews have been held for the MICD position which is being funded by the Pro-Vice Chancellor Research, Prof M Sheil. There were two outstanding candidates representing quite different approaches, both have been re-interviewed but no decision has yet been made. The chosen person will work closely with the Associate Dean Research, Prof David Steel and the research groups as well as with two other faculties.
- Ms Holly Tootell will replace A/Prof Carole Alcock as the Faculty’s representative on the Library Consultative Committee.
- A/Prof Peter Hyland has replaced A/Prof Carole Alcock as Assistant Head of SITACS.
- Ms Gina Portscher has returned from maternity leave and will return to the position of Dean’s Assistant from Monday 14 March. Thank you to Kim Oborn for her outstanding effort in Gina’s absence.
- Admin staff to hold their first monthly meeting since the Planning Conference in January, on Thursday 17 March.

3.2. Activities
Prof Chicharo reported that the long-range plan is taking shape. The “dream team” output has been collated and one more session is to be held prior to producing a draft of the Faculty plan ready for discussion in May.

3.3. Space
Prof Chicharo reported that:

- he is seeking input from Heads of Schools and staff before approaching the Vice Chancellor regarding the space crisis.
- he has registered interest in obtaining some of the available space in building 39 subsequent to Nortel vacating.

3.4. Off-Shore
Prof Chicharo reported that:

- contracts have been renegotiated with existing and new offshore partners and solid contractual agreements are now in place.
- two graduations were held last week, one in Singapore and one in Malaysia with a total of 200 students graduating. Student numbers in these two countries are expected to continue to increase.
- Singapore Institute of Management and the Hong Kong Institute of Technology will place greater demands on us. SIM are talking about a large cohort of first year students enrolling in programs.
3.5. **Students**
Prof Chicharo reported that undergraduate student numbers are almost on target, being approximately 4% down; 25 student places were lost to other Faculties from the Computer Science degree.
Prof Chicharo thanked Solveig Dewhurst for her efforts in recruiting undergraduate students.
- the faculty’s drop in numbers is significantly less than those of UNSW and Monash.
- International numbers are still holding; approximately 15% up on 2003 figures.
- Heads of Schools to nominate candidates for the Campus Alumni Honours Yearbook Prize.

3.6. **Budget**
Prof Chicharo reported that:
- he is working closely on the budget with the Faculty Finance Officer, Jinfeng Huang; the budget is on target and looking strong.
- the Faculty has invested a significant amount of funds for lab upgrades and equipment.

3.7. **Other**
Prof Chicharo reported that:
- a Careers Advisors’ Day will be held at the end of March.
- a review of the Faculty Marketing committee and its membership is taking place.
- time-keeping for general staff is in the spotlight.
- the Travel Policy has been updated, designating Internet Travel and Hertz as preferred providers. The University will not be authorising payment to other providers; any cheaper quotes are to be matched by Internet Travel.

Discussion about travel costs and providers took place with the general consensus being that the new rules were outdated and travel would cost more as Internet Travel effectively now had a monopoly. Questions were raised about the advantage gained by the University in introducing such a policy. The Dean agreed to take the comments from staff and will discuss the issue with Vice Principal Administration, Chris Grange. The Dean is also to seek clarification on whether a staff member can purchase travel with their own money prior to gaining authorisation from the Dean. Prof David Steel suggested that Personnel be invited to address the next Faculty Committee meeting to explain the policy in detail.
- staff were encouraged to attend the Learning and Teaching at UoW – Initiatives for Managing Quality presentation being held on Wednesday 23 March in the McKinnon Dining Room; RSVP by COB 16 March 2005.

Prof Jennifer Seberry asked the Dean about obtaining funds for lab upgrades. The Dean explained that Schools have been given funds and that staff need to be part of the process within the School.
Dr Anne Porter asked whether there were any opportunities for Nortel staff to join the Faculty. The Dean explained that Nortel staff tended to not fit the profile we required by and large.
4. **ASSOCIATE DEAN (RESEARCH) REPORT**

Prof David Steel reported that:

- more than 20 ARC Discovery grant applications were recently submitted. This is a significant increase on last year’s total of 6 applications.
- ARC Linkage grants are due for submission in early May.
- Internal Linkage grants are available to assist in developing towards an ARC Linkage application.
- RIBG applications are coming up; a meeting to be held 28 April to discuss.
- Faculty Research Committee are continually improving processes.
  - Preliminary work and presentations for RIBGs to be held soon.
  - Committee moving from a ranking focus to a strategic focus.
  - Working groups to be formed shortly consisting of:
    - Postgraduate standing committee – PG coordinators and Assoc Dean Research only.
    - HDR Recruitment and support – fixed term group.
    - Impact and Quality (Excellence in Research). PVC-R also to form such a group.
    - Linkage (with industry) – standing committee.
    - Internationalisation of Research.
  - All groups will report back to FRC.
- he is encouraging people to put together proposals for research groups outside of research strengths.

Discussions took place on the following topics:

- Separating the internal politics of impact quality and its relation to research.
- UoW’s score in the various International ratings and the government’s position and decisions affecting the university.
- Sydney University and ANU’s alliance agreement, the springboard effect and how this affects UoW’s position.

The Dean advised that the PVC-R is committed to providing for 2005 the same level of funding for research as was provided in 2004.

5. **SUB-DEAN’S REPORT**

The Sub-Dean reported that:

- Tori McLaughlin is the contact person when RSVPing for the Learning and Teaching at UoW – Initiatives for Managing Quality presentation being held on Wednesday 23 March.
- he has received 41 requests for change of course, and 12 requests for an increase in internet quota.

6. **HEADS OF SCHOOL REPORTS**

6.1. **SITACS**

In Prof Ogunbona’s absence, there was no report for SITACS.
6.2. **SMAS**
A/Prof Graham Williams reported that:
- two of the three vacant staff positions have been filled; Grant Cox and James McCoy are both ARC Postdocs and will commence on 1 July.
- Prof Michael McCrae has been seconded for 2005 from Accounting and Finance Department in Commerce Faculty to assist with Finance Industry issues.
- Adam Piggott, a former student, has been employed in the interim to fill the vacancy for six months before leaving for the US to take up a Postdoc position in computational graph theory.
- the Professor in Statistical Methodology being funded by ABS should be in place by end of year.
- A/Prof Des Clarke is unable to return to teach due to illness.
- the School did extremely poorly with student numbers this year; a day for maths teachers in the area is to be run in an effort to highlight job opportunities in maths.
- approval for an Austin Kean plaque to be placed within the School is being carefully negotiated.

6.3. **SECTE**
Prof Salim Bouzerdoum reported that:
- eight ARC Discovery grant applications were submitted from the School
- two Engineers from Hatch visited the School to discuss opportunities for collaboration; they are willing to be involved in SECTE teaching programs.
- there have been two PhD thesis completions.
- sadly, Dr Ilango passed away recently.
- Dr Geoff Trott’s son Tony also sadly passed away recently.
  Prof Bouzerdoum expressed sympathy to both families.
- shortlisting and interviews have been held for Lecturer/Senior Lecturer; Duane Robinson was successful candidate for the Senior Lecturer position; Lecturer position to be advertised.
- the position previously held by Stein Krav is to be advertised.
- a half-time Storeman position is to be advertised.
- School technical staff are now reporting to Stephen Gass.
- the Head of School’s Postdoc has now joined SECTE.
- Dr Philip Ciufo has resigned and returning to industry; he was a committed professional who has made a significant contribution to the School.
- three main issues have surfaced from the very successful Planning Conference held in January:
  - work with Faculty on the long-term strategic marketing plan;
  - quality of courses;
    - undergraduate courses have been reviewed;
    - coursework masters need improving particularly for international students.
  - establish a sub-committee for OH&S; policies need to be developed for many of the labs.
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.

Senate Report 9/03/05

In the last council meeting the proposal for 25% increase in HECS put forward by VC, was reluctantly approved. The increase was necessary to maintain quality. This was foreshadowed in the last senate meeting. The increase will be in effect from 2006 and will also apply to those enrolled in 2005.

Chancellor Michael Codd's term was extended for another 4 years.

Enrolment has gone well. Domestically figures are right on target. Internationally we are holding on. UNSW and Monash have had a big drop resulting in a $20 M hole in their budget. UTS has increased its numbers. UoW's number for UG and PG have been down by around 5%; however the number of study abroad students who are here for one semester has increased by 30% and has made up the fall for the other two components of international enrolment. In general this signals a more competitive environment in the international market and gradual drop in numbers. Some of the reasons for this are that countries like Singapore and Malaysia offer similar quality education with lower cost, and also countries like UK have strengthened their competition. For Australia, IDP which is one of the main organizations for recruiting overseas students is in financial difficulty and also its actions is not coordinated with other organizations such as Austrade.

AUQA will be in May. Preparation is going on. It is extremely important for University to perform well and it will have significant effect in international market as well as domestic market.

Update on a number of issues:

- Indexation report, the most important aspect of budget from University viewpoint, is with the cabinet. It is very unlikely that there be an increase in indexation.
- VSU: it is a strong push, more than 60% of members, to make the student service and union fees non-compulsory. Some regional members are against it. AVCC announced that it supports compulsory service fees.
- Industrial relation and AWA are on the agenda and Universities are in particular carefully considered.
- State and Federal government are discussing who should be in charge of Universities. NSW government is happy to hand over Universities to the Federal government. The argument is that it will simplify regulations but the drawback is that soon State Government will loose interest in University development and in the case of UOW, this will affect Innovation Campus.
- Teaching only universities are on the agenda. The argument is to have more diversity. This will happen but the question is to ensure quality and reputation of Australian University education is maintained.
- Learning and Teaching fund is negotiated between VCs and the minister. The minister will use hard data and this approach is always to the benefit of UoW.
- Research paper is also worked out. This will put a wedge between research intensive universities and others. The competition also includes places like CSIRO. It is likely that a subjective measure also be used. The change will be more drastic than what has happened in the last two-three years. Overall all aspects of
universities, teaching, research and student fees are undergoing change and a different system will come into place. VC emphasised that change has been good for University in the past and has resulted in improved ranking. This change also needs to be managed.

-A question was asked if increase in HECS will affect enrolment. VC noted that there is no clear pattern around the country that 25% increase will affect enrolment. Also, it does not seem to be the case that this level of increase in fees affect the spread of socio-economic background of students. However full fee paying will affect this spread. University will use $1m of HECS fee into equity programs. Details are developed.

-A question about not high enough ranking of UoW in recent ranking of Melbourne, China Jioatong Univ and Times magazine was asked. VC noted that this issue had been discussed in the planning conf. In Times ranking we lost because of not high profile. In the other two low citation and low rate of publication in high impact journals were the major contributors to low ranking. University has done really well in Australian University Guide but this is not counted by these rankings. However it is read by students.

-A question about Dubai Campus and if it was profitable operation: Dubai is a profitable operation. It is also important from national view point as it is a important point of presence for Australia and enables Australia to participate in other contracts in middle east.

-A question about Nortel and how it impacts the university: short term clearly it will. UoW operation has been one of the most successful Nortel operations. Least turnover of research staff. 2/3 staff working on a very successful product that is sold to another company. 1/3 are software developers and their situation is being discussed now. In medium term this will not have a big impact on University, particularly noting that emphasis of innovation on campus is on multiple companies and not just one.

Chair's report
A review of HSC category B subjects is underway. This will impact determination of UAI.

PVCA
NTEU and UoW have reached principal agreement. The details are being worked out. April 4 is the DEST profile visit which determines the target numbers for next year. UoW will attempt to bring in the 70 place allocation to medical School into its current student system for next year and this will be a complicated process.

The AUQA audit. Procedures to be followed by AUQA will be worked out on 4/4/05. It is anticipated that there will be 25-30 sessions of about 1 hour in length. This will occur over the audit period from 16-19th May, when the full AUQA panel visits. There will be a forum for all staff on 11th April concerning the audit, and there will be information sessions for those participating in the audit, and also some practice sessions. The University submission has been sent to AUQA, and copies will be made available to participants in due course, and some will be circulated more widely.

IT policy. Email to groups may be vetted by ITS, before going through to recipients. At present, this is only discretionary for the 'lower-level' groups. There is a problem with casual staff, who may lose their email accounts after 7 weeks once
a contract expires, and this causes particular difficulties over the summer session.

Report on functioning of Senate. Responses overall to the questionnaire on Senate were positive, with a good response rate. Efforts will be made to help Senate relate better to the student population. Comments made by people responding to the questionnaire will be circulated, for future discussion.

**Evolving role of Senate**

The Chair of Senate drew attention to the facts that the terms of reference had been changed last year, Senate now gives an annual report to Council.

Reports to Senate from the URC, the UEC and the UIC will be used in drafting reports to Council. An issue for Senate is how to interact better with the Faculties.

### 7.2. Faculty of Arts – Mr P Vial

Meeting Held on Tuesday 7th of December 2004

The meeting commenced in the UniCentre Function Room4 at 1:30pm.

A presentation by the Library staff outlined information on the suitability of the existing library books compared to Arts subject reading lists. According to the presentation 80% of books on reading lists (from a sample of 77.7% of offered Arts subjects) were available within the Library. It was interesting to note that if a book was completely (cannot source a copy from anywhere) out of print then the Library could scan the book / resource and make it available on e-readings without breaching copyright. The librarian also suggested that the New book lists , that are sent out to all staff, should be read and used to update the reading lists. This may also be of interest to Informatics staff. Also, any copyright queries should be referred to Brian Cox in the library.

The Library presentation was followed up by the Deans report. The Dean contributed the following:

- Announced that Adrian Vickers was stepping down as Associate Dean and thanked him for his service. Adrian will remain as Professor of Asian Studies
- The Faculty executive met once a week over the year and the Dean thanked all members for their contributions / assistance and believed that these meetings would continue into 2005
- A summer session / manager / coordinator has been appointed
- Six positions are to be advertised related to Faculties recent success with the successful applications of seven probations/promotions, ARC grants and increased student numbers. The argument put forward for these positions were using a matrix / tick box format. These positions were expected in late January / early February at this stage. The success in probations / promotions required a lot of effort and preparation by the Dean and his assistant with even an hour before the meeting a review of all candidates details were undertaken.
- The Dean talked about Faculty Work load and asked for any issues that concerned staff. DeLoitte carried out a review of these in reference to the Enterprise Bargaining Agreement and Arts ranked third on compliance (with Education ranked first – a 5/5). The Arts faculty showed weakness in that only two thirds had concluded the agreements and also the agreements had not been published publicly. The Dean requested input on this and the meeting eventually passed a motion (by Lorraine White) that all agreements should be
published on the Faculty Web page for all Faculty members to see (it may have been for all to see) with, I believe, the names and schools of the individuals. There was concern expressed about the process and the accuracy of the agreements in terms of predicting the future is difficult as events can lead to change and some elements of work can be under estimated in terms of time. Also there appears to be little relationship between workload formulas and promotion.

- The Dean indicated that the Faculty Planning Day documents were needed by Feb. 2005, these were particularly important in the light of AQUA, and he noted the experiences that members of the Faculty and himself had had with the AQUA trial. The faculty did very well in this trial especially the Higher Degree Students.

- The Dean talked in detail about promotions and probations and said that he was giving the Faculty a rating of 7/10 in this area with improvements possible in terms of improving applications and providing an environment were staff were nurtured through career progressions. A faculty workshop on probation / promotion was likely to be invoked. Planning for promotions should occur 2-3 years before applications as committee looks at a 5 year window in making its decision.

- OHS issues were discussed, especially the requirement to have briefed students in the first three weeks at most on safety procedures in the event of an emergency, the responsibility of staff to fill in forms concerning any safety issues and also to make a unsafe situation as soon as possible or inform those responsible who can make a site safe and probably erect some warning signs if staff members cannot take corrective action (ie what a responsible reasonable person would / could be expected to do). Also some discussion of reducing stress related / psychological events by considering having a workshop / brainstorming session.

- When other issues were requested it was pointed out the in 2005 there will be some form of quality research imposed on all Universities which will look at Quality of peer assessment; research training of Higher Degree Students etc.

Meeting was adjourned at 3:13pm. It should be noted that this meeting was within the Arts Faculty Planning day sessions.

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
Faculty of Education met on Tuesday 22nd Feb, 2005.
- There were no items of substantial significance for Informatics in the meeting. Nonetheless, the following two items may be found interesting, and may have some relevance.

- Faculty of Education released a CD containing necessary information for first year students under the title of "Dive In". The CD was the outcome of a collaborative work across the Faculty. A guided tour on the content of the CD in the meeting proved to me the usefulness of making available such a low cost information package to students whom normally are quite unfamiliar with the university environment in the context of teaching, learning and studying. In my
opinion, a CD of this nature, with a bit modifications, could well serve
Schools/Faculties, even for marketing purposes.

The Faculty of Education allocated a certain budget for staff Professional
Development (from research funding). Moreover, the maximum conference
allowance was set to A$1600.

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

7.7. **Faculty of Health and Behavioural Sciences** – Dr K T Win
No meeting held since 2004.

7.8. **Faculty Law** – Mrs H Tootell
No meeting held since 2004.

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

7.10. **University Research Committee** – Prof D Steel
No report.

7.11. **Faculty Research Committee** – Prof D Steel
Reported under item 4.

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

7.13. **Faculty Education Committee** – A/Prof F Naghdy
Report from FEC Meeting of 10 February 2005

The meeting focused on the completion of the final planning progress report
against the 2005 Faculty Plan Objectives. This was the last progress report
required for this planning period.

Members reviewed and discussed the FEC progress report of 15 September 2004
and the extract of the consolidated Faculty Progress report, which was based on all
progress reports received at 15 September 2004.

At the end of the process, members noted that, in future, the planning objectives
must be more closely aligned to the FEC terms of reference. It is hoped that, this
alignment can take place in the future plans. In particular, members recommended
the future plan include a strategy regarding the attraction and retention of
undergraduate students via scholarships and a strategy to develop a fresh
recruitment strategy to attract undergraduate students, which could be the 'new
Early Entry'.

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

7.15. **Report from the Faculty Librarian** – Ms A Meldrum
**Books of Readings Project**
Electronic Readings accessed via the Library Catalogue is proving to be the most
effective means for the delivery of subject reading materials, and enables more
efficient copyright management as every item submitted is stringently checked for
copyright compliance. This process is designed to remove the burden of
responsibility from individual academics. Reading materials can still be made
available in both print and electronic formats if required. The need for this service was actually raised at an Informatics FEC meeting last year.

The Books of Readings Project is an extension of the Electronic Readings Service, see the website for more detail http://www.library.uow.edu.au/services/eread/
For further details contact the Electronic Readings Service extension 3331, or email ereading@uow.edu.au. Submissions for Spring session e-readings should be made to the library as soon as possible.

**Library book selection**
A New Books list is issued each month, please consider updating to these more up-to-date books when constructing subject reading lists. Need sufficient details for ordering, whether it is a text or suggested reading, subject number etc. Make a suggestion to develop the collection or place individual item suggestions through your school library liaison person or contact Annette Meldrum as there is a good budget for new books. Suggestions of areas that need developing for resource purposes are welcome. Remember to think about resources at satellite sites where appropriate. Include location, whether for research or teaching and if for teaching the subject code and indicate if the item is a text or recommended reading.

Some books can be scanned if they are no longer procurable.

Library classes for Academics will be run, please contact Annette Meldrum if interested.

**7.16. Internationalisation Committee** – A/Prof G Williams
This committee will have its first meeting for the year in 2 weeks time. One area to be addressed this year is a review of strategic links with the hope of encouraging links with strong research connections combined with a potential to send students to study here. Another main area to be considered is diversification in the international students studying here. This means spreading the interest across more countries and also across more Faculties. Of course I will be trying to make sure the existing strengths, especially in Informatics, are maintained. The final area of concern is AUQA.

**7.17. Faculty WAC Committee** – tba
No report.

**7.18. Wollongong University College** – Mrs H Tootell
- WUC is affected by DEST changes.
- Diplomas have been renamed as Associate Diplomas as a short term solution
- Domestic student numbers are declining
- Tracking of students into Informatics from WUC shows marked improvement since 2002 – a stricter QA process has helped.

**8. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 10 FEBRUARY, 2005**
There were no items to report.
9. **REPORT FROM THE FACULTY RESEARCH COMMITTEE**

9.1 **FRC Membership**

An amended document was tabled by Prof David Steel who spoke to the changes. To note that the role of the FRC is moving from a ranking focus to a more strategic focus and the structure to be reshaped as outlined in the attachment to the tabled document. In summary, the revised membership:

- Formally lists the Associate Dean (Research) as the Chair;
- Omits the Postgraduate Co-ordinator, as this position no longer exists;
- Allows for another person to be co-opted to the Committee to satisfy the gender requirement, if necessary;
- Ensures representation from significant Faculty research groupings as well as from university-recognised research strengths.

**Resolution FAC 01/05**

It was resolved to approve the amended membership of the Faculty Research Committee as outlined above and in the tabled document, to reflect the Committee’s change in focus.

9.2 **Research Week**

Prof Steel spoke to a “research only” week scheduled in the mid-session break and urged staff to not attend meetings or have student contact during this time. He has sent an email outlining the types of activities that staff might engage in during that week. Prof Steel asked for feedback from staff at the completion of the “research only” week.

**Resolution FAC 02/05**

It was resolved to accept that all Academic staff participate in a “research only” week scheduled for the mid-session break during Semester one of 2005.

10. **AUQA AUDIT**

No report.

11. **OTHER BUSINESS**

Ms Lois Burgess reported that she will be replacing A/Prof Carole Alcock on the Ethics Committee working party. There are plans to create two ethics committees, one for HB&$S$ and Biomedical and one for Social Sciences and Humanities in an effort to expedite the more difficult applications quickly. Sub-committees are to be formed to deal with research-based applications which do not involve humans or experiments. Informatics, Engineering and Commerce will form a joint sub-committee consisting of 3–5 people to assess applications from their own faculties. Nominations are now being called for interested staff members to represent the faculty. There will be a half-day training session held in Canberra in July.

Lois asked for suggestions from staff on how the sub-committee can operate, what processes can be implemented, which applications it can review and which are to be sent to the main committee.
12. **DATE OF NEXT MEETING**
   The Dean thanked members for their attendance and closed the meeting at 3 pm. The next meeting is scheduled for 5 May, 2005.

   Signed as a true record

   Professor Joe Chicharo, Chair
   / / /

Ref: FAC. 01/2005
   Kim Oborn
## ACTION LIST

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<th><strong>Joe Chicharo</strong></th>
<th>To seek clarification on whether a staff member can purchase travel with their own money prior to gaining authorisation from the Dean.</th>
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