UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of Meeting No. 3/2005 held on Thursday, 16 June, 2005
at 1:30pm in the Faculty Meeting Room, 39.150a.

PRESENT: Prof J F Chicharo (Chair), Mr S Bland, Dr P Boustead, Prof S Bouzerdoum,
Mr R Brown, Ms L Burgess, Dr R Clark, Dr P Davy, Mr J Donohue, Mr D Franklin,
Prof J Fulcher, Prof V Gosbell, Prof D A Griffiths, Dr X-Y Lin, Dr W Li,
Prof M McCrae, Ms A Meldrum, A/Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson,
Mr M O’Sullivan, Prof P Ogunbona, Dr S Perera, Dr A Porter, Dr P Premaratne,
A/Prof J Rayner, Dr C Ritz, A/Prof K Russell, Prof J Seberry, Mr W Tibben,
Ms H Tootell, Dr G Trott, Mr P Vial, Dr K Ward, Mr B Webb, A/Prof G Williams,
Dr S Wilson, Dr A L Worthy, 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 Dr P Doulaei, Dr M Edwards, Mr G Ellmers, Ms V Feros,
   Dr C Gulati, A/Prof T Herrington, A/Prof P Hyland, Dr I Kharitonenko, Dr X-P Lu, Mr S Maher,
   Ms K Michael, A/Prof R Nillsen, Dr I Piper, Prof F Safaei, Dr C Sandison, Prof D Steel,
   Dr B Wysocki, A/Prof T Wysocki and Dr L Ye.

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

   1.2. Confirmation of Minutes from previous meeting held 5 May, 2005
   The minutes from the previous meeting, held 5 May, were confirmed as being a true and
   accurate recording. Moved Prof J Fulcher; seconded Prof P Ogunbona.

   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
   The following items were starred for discussion:
   3 Dean’s Report
   4 Associate Dean and Faculty Research Report – Tabled at the meeting
   5 Sub-Dean’s Report
   6 Heads of School Reports
   7.1 Academic Senate Report
   11 Quality 101 Report
   12 Faculty Plan Update
   13.1 Call for Committee members nominations

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

3.1. **Staff**

Prof Chicharo reported that:

- the Faculty produced an overwhelming number of publications in 2004, with 264 refereed publications being submitted. This is a significant increase on the 140 publications produced in 2003. In 2004, approximately 65% of all Academic staff produced at least one paper.

- the MICD position appointment is still ongoing as the chosen candidate declined the offer made by the University. In the interim the MICD from University of Queensland will oversee the role and act as a mentor to the future new incumbent who is likely to be someone employed at a lower level requiring some guidance in building networks.

- the Leadership survey was rolled out on 6 June; everyone is encouraged to complete the survey.

- Ms Solveig Dewhurst is the Dean's nominee on the Workplace Advisory Committee.

- there has been an increase in funding for Teaching and Learning Scholars Network which has been generating some interest.

- there have been two recent resignations in SECTE; Dr Jason Lukasiak and Mr Stephen Gass.

- nominations are now open for Academic staff positions on various University committees; details and requisite forms can be found on the web at: [http://www.informatics.uow.edu.au/staff/committees/facultyreps/docs/nomination.shtml](http://www.informatics.uow.edu.au/staff/committees/facultyreps/docs/nomination.shtml)

- Mr Steve Petrou is the faculty representative on the Campus Energy Management taskforce.

3.2. **Activities**

Prof Chicharo reported that:

- Mr Daniel Saffioti recently conducted a very successful Enrichment program with 178 attendees; Saturday School was oversubscribed – expected 50 but 100 attended. Prof Chicharo thanked Daniel for his effort and acknowledged the impact Daniel has had on the program.

- Careers Markets have been very successful so far with strong interest locally, particularly in the Maths area.

- Trailblazer Awards were recently held for projects with commercial potential for the University; 78 submissions which were shortlisted to 15; five submissions from the Faculty and two (Dr Willy Susilo and Dr Koren Ward) were successful in gaining an award. Prof Chicharo offered congratulations on behalf of the Faculty to Drs Susilo and Ward.

3.3. **International**

Prof Chicharo reported that:

- off-shore partnerships and student recruitment are on track.

- a new structure for individual markets has been devised, with each having its own academic advisor from the Faculty; still in discussion with staff to fill all positions.

3.4. **Students**

Prof Chicharo reported that

- A/Prof Ken Russell, Ms Solveig Dewhurst and Ms K Oborn are involved in conducting statistical analysis on forced entry students against normal entry cohort. Results to be available late July.
• statistical analysis is also being conducted on the 2002 commencing Early Entry cohort across the duration of their course, ie 2003, 2004 (already completed 2002 year analysis – report on the web).
• the Faculty, in conjunction with external UniAdvice-appointed marketing research consultant, are conducting market research into why students choose Informatics at UoW and why they don’t, what messages resonate with HSC students and in what form.
• a handbook profiling student experiences and what employment opportunities exist for the various course graduates is being compiled.
• Spring session domestic offer numbers currently at 129 (undergrad and postgrad). UoW numbers are against the trend; Monash and UNSW are down 50% on student numbers.
• International numbers are approximately 300; Computer Science being the worst affected owing to course changes affecting articulation; failure rates not dropping.
• Graduate Attributes Challenge on again (we won two out of the three events last year); applications close 16 July.
• Subject Evaluation Survey roll-out (open June 3 to 20 with results available mid next semester).
• Student Grievances Report (compiled by Dean of Students) indicates that Informatics grievances dropping (2002 = 227; 2003 = 202; 2004 = 172).
• Mercury IQ “Student View” article highlighting positive Informatics’ student feedback.
• domestic fees for some Coursework Masters courses to increase by $500 from 2006; new fee will be $13,500 which is on par with Macquarie University.

3.5. Other
Prof Chicharo reported that:

• AUQA Committee feedback has been extremely positive; there is a feeling of having done very well but the University needs to wait for the final report. Prof Chicharo thanked all those involved in the process.
• he has formed an ICT Deans network; inaugural meeting held on June 6 between members from Monash, UTS, QUT and UoW; aim to play a prominent role in Higher Education.

Discussion
Mr Will Tibben expressed concern about the falling numbers of domestic Coursework Masters students and cited the high cost of fees as the determining factor when deciding to gain a postgraduate qualification. Mr Tibben questioned the justification for raising fees for courses which were in the past HECS courses, when lowering them may actually attract or encourage domestic students to enrol in a Coursework Masters degrees. Mr Tibben commented that since the introduction of fees for Coursework Masters degrees, he has seen a marked drop in domestic numbers, his classes were now almost exclusively made up of International students who were no longer getting the benefit of acquiring knowledge about Australian industry by studying or associating with domestic students, most of whom were employed.

Prof Chicharo responded that the increase was only small and well below the fees being imposed by the Sydney universities, who were charging between $17,000 and $19,000 for the same courses. Prof Chicharo also added in response to Dr Koren Ward’s question about HECS fees that there will be a 25% increase from 2006.

A/Prof John Rayner asked whether more scholarships could be introduced to attract the best students. Prof Chicharo replied that scholarships were for research and not coursework students. Prof David Griffiths added that some of the 25% increase in HECS fees would be put back into
enhancing Equity Scholarships. Prof Chicharo advised that the Faculty had doubled the number of undergraduate scholarships to cover for the shortfall in industry sponsored scholarships. Ms Solveig Dewhurst added that the Faculty is working with UniAdvice to develop partnerships with industry to provide scholarships for undergraduates.

4. ASSOCIATE DEAN (RESEARCH) REPORT

Prof David Steel was unable to attend the meeting and tabled the following report.

- The Faculty made five applications to the RIBG Pool 2 scheme and was involved in an additional 3 multidisciplinary applications. The results should be announced next week.
- The Faculty made 6 out of the University’s 32 ARC Linkage applications in the first round for this year and was involved in one made from another faculty.
- The Faculty has reported 259 (updated to 264 in Deans Report) publications for 2004.
- He was a member of the University’s team that met with the AUQA committee on research. The session seemed to go very well with no unanticipated questions or questions that were not answered at least satisfactorily.
- The evolution of the Federal Government's Research Quality Framework (RQF) continues. Prof Margaret Sheil and A/Prof Lee Astheimer have been involved in various external meetings on this. Prof Rei Safavi-Naini and Prof Steel are on a University level working group considering the issues that the RQF raises. Prof Salim Bouzerdoum chairs a faculty working group. An initial trial of collecting some indicators of quality and impact from a couple of the research strengths is probably going to happen soon.
- The structure of research groups in the Faculty that are outside the university designated research strengths has been finalised.
- The Informatics Faculty Research Committee (FRC) is trying to tackle some strategic issues affecting the research of the Faculty. To assist in these endeavours, working groups and standing committees have been formed. The standing committees will continue indefinitely, whereas working groups will be of a fixed term and will be disbanded once their specific work has been completed.

Details of the groups are given below.

**Postgraduate Research Coordination Standing Committee**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Members</th>
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<tbody>
<tr>
<td>Associate Dean (Research) as Chair;</td>
<td>Prof David Steel (Chair)</td>
</tr>
<tr>
<td>Each School's Postgraduate Research Coordinator (or equivalent).</td>
<td>A/Prof Tim Marchant</td>
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<td></td>
<td>Prof John Fulcher</td>
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<td>A/Prof Fazel Naghdy</td>
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**Industry and Community Linkages Standing Committee**

<table>
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<tr>
<th>Membership</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean (Research) as Chair;</td>
<td>Prof David Steel (Chair)</td>
</tr>
<tr>
<td>TITR Representative;</td>
<td>Prof Rei Safavi-Naini</td>
</tr>
<tr>
<td>Representative from each School.</td>
<td>Dr Ping Yu</td>
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<td></td>
<td>A/Prof Michael McCrae</td>
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<td>Dr Sarath Perera</td>
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</tbody>
</table>
HDR Student Recruitment and Support Working Group

**Membership**
- At least one representative from each School

**Members**
- Prof Philip Ogunbona (Chair)
- A/Prof Minjie Zhang
- Dr Christian Ritz
- Dr Mark Nelson

Impact and Quality Working Group

**Membership**
- At least one representative from each School

**Members**
- Prof Salim Bouzerdoum (Chair)
- Prof David Griffiths
- A/Prof Ian Burnett
- A/Prof Ken Russell
- A/Prof Yi Mu

Internationalisation of Research Working Group

**Membership**
- At least one representative from each School

**Members**
- Prof Jennifer Seberry (Chair)
- Dr Robert Clark
- Dr Katina Michael
- Dr Jiangtao Xi

- Details of a Faculty of Informatics Research Development Scheme (FIRDS) were distributed to the Faculty on 10 May 2005.

5. **SUB-DEAN’S REPORT**

Dr Geoff Trott reported that:

- marks are due in next week; Faculty Assessment Committee to meet the following week; results released week commencing 4 July.
- there have been 57 course changes so far this year which is down from 70 in 2004. A rise in fees has had a significant impact on students changing courses; new fee rates are attracted at the time of transfer.

**ACTION:** The Sub-Dean to chase up who determines the rate of HECS for a course transfer – Government or University.

6. **HEADS OF SCHOOL REPORTS**

6.1 **SITACS**

Prof Philip Ogunbona reported that:

- eight positions in the School were recently advertised, resulting in 208 applications. Shortlisting and interviews have taken place for the Software Engineering and Computer Science positions; others to commence next week. Shortlisting has also taken place for the Professor/Associate Professor Health Informatics.
- the School committee met last week to discuss the following:
  - School Strategic Plan and how it fits with the Faculty Plan;
  - recruitment and research engagement with industry.
- Trailblazer Awards – 17 finalists; five from Informatics, four of which were from SITACS; two winners, Dr Koren Ward and her student Mr Simon Meers won one of the Open-Class Highly Commended prizes of $1,000 and Mr Willy Susilo received a commended award.
• four PhD and two Masters (Research) students will graduate at the July graduation ceremony.
• Daniel Saffioti has been running a very successful Enrichment program for school children in the Illawarra. Professor Ogunbona acknowledged Daniel's dedication to this program and thanked him for his contribution. Professor Ogunbona stressed the importance of supporting this type of program as it may translate to enrolments.
• the Linux Install Fest is being organised for week 3 of Spring session.

6.1 **SMAS**
A/Prof Graham Williams reported that:
• the School has been busy with Workloads and Vital Records paperwork.
• Professor Ray Chambers, the newly appointed Chair of Statistics will arrive for a temporary visit in November 2005 and will take up his position in March 2006.
• Phil Broadbridge has been appointed as Director of AMSI.
• Adam Piggott has left to take up a position at Tufts University in Boston.
• Carolyn Sandison has returned from maternity leave on a part-time basis.
• Annette Worthy and Noel Smythe have received a 3-year, £111,685 grant from the Engineering and Physical Sciences Research Council in UK, for a project entitled: Coupling Coherent Structures and Linear Radiation.
• a Maths teachers day will be held on 28 June; program, fliers and invitations have been distributed.

6.1 **SECTE**
Prof Salim Bouzerdoum reported that:
• the School has recently farewelled two staff members; Dr Jason Lukasiak and Mr Stephen Gass.
• the new appointee for the computing support position will commence on 27 June.
• two positions at Senior Lecturer/Lecturer level have been advertised to replace Dr Phil Ciufo and Dr Jason Lukasiak.
• the School will be advertising for a Professor of Power Engineering to replace Prof Vic Gosbell who is retiring on 1 July.
• a School Advisory Committee was held on 11 May, discussing a number of issues:
  o Prof Gosbell gave a report on the Power industry in Australia
  o Prof Farzad Safaei reported on CRC activities.
  o membership of the committee to expand to between 12 and 15 members and include more females.
  o research activities in the School.
  o restructuring of courses.
• feedback has been positive for the new unit ECTE171.
• there is a 10% failure rate on a unit in the Computer Science degree.
• the changes to 2nd and 3rd year courses are progressing.
• Power Quality and Reliability are running a 3-day event (a winter course) in July.
7. **COMMITTEE MEMBERS’ REPORTS**

7.1. **Academic Senate** – Prof J Seberry, Ms P McFarlane, A/Prof R Nillsen, Dr A Porter and Prof Rei Safavi-Naini.

Prof Jennifery Seberry reported that:
- the Government is pressing forward with Voluntary Student Unionism (VSU); the Vice Chancellor commented that there is miniscule likelihood that VSU will not happen and is preparing for zero dollar service fees in 2006.
- the Vice Chancellor will not be signing the draft Enterprise Agreement, as this would be likely to result in the Government witholding $5M in funding. UOW will honour the salary increases scheduled under the draft Enterprise Agreement for this year.

Prof David Griffiths reported that:
- the Vice Chancellor will guarantee salary increases for 2005, but may have his hands tied in relation to subsequent years.
- BLaw/BMath and Blaw/BCompSci courses have been passed by Senate.
- reports from Senate are now available on the web at: [http://www.uow.edu.au/governance/senatesummary.html](http://www.uow.edu.au/governance/senatesummary.html)

Dr Anne Porter added that:
- there are good teaching tools available via ESDF Quality practices in Teaching and Learning.
- Faculty of Health & Behavioural Sciences is currently being restructured to accommodate the Graduate School of Medicine; the Biomedical and Public Health Departments are to be combined.
- the proposed guidelines dealing with plagiarism are to go back to the Faculties for further comment and development.

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. **Faculty of Engineering** – Dr K Ward
- Engineering was a targeted unit for the AQUA audit and is pleased with how it went.
- Ellen Manning, the OHS coordinator for Science, will now also be the OHS coordinator for Engineering.
- FEC (Eng) has commenced a $5000pa teaching & learning scholar’s fund to assist students with learning difficulties.

7.7. **Faculty of Health and Behavioural Sciences** – Dr K T Win
No report.

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

7.7. **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  
o The Faculty of Informatics Research Development Scheme (FIRDS) was discussed and endorsed. It has since been distributed to Faculty staff and will soon be available on the Faculty website.  
o The Committee endorsed the composition and proposed membership of the two new FRC standing committees and three working groups, which were formed to focus on strategic issues affecting the research of the Faculty.  
o The Committee briefly discussed the issue of ethics training for HDR students, referring the matter to the new HDR Student Recruitment and Support Working Group.  
o The Committee also discussed the Research Quality Framework, Faculty Research Groupings, and RIBG Pool 2 Process and Guidelines.

**From the Special Meeting of 13 May**  
The Committee discussed and ranked Research Infrastructure Block Grant (RIBG) Pool 2 applications. There were 5 Faculty applications and 3 multi-disciplinary applications.

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

7.13. **Faculty Education Committee** – A/Prof F Naghdy  
Reported under Item 8.

7.14. **Library Committee** – Mrs H Tootell  
No report.

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

7.16. **Internationalisation Committee** – A/Prof G Williams  
This Committee meets next week. In the meantime there have been some recently advertised grants related to international links.  
o UMAP – Asia Pacific region – closing date July 20.  
o Cheung Kong – China and HongKong – closing date July 20.  
o UoW International Links Grants – mainly for the targeted international partners from 2004 but others will be considered – closing date late July.

7.17. **Faculty WAC Committee** – Ms S Dewhurst  
o The insect and rodent infestation problem in building 35 has been passed on to Buildings and Grounds for action. Any future concerns should be directed to Buildings and Grounds via the completion of an Incident Report.  
o First Aid Officer and Fire Wardens signs have now been erected in Building 39 Faculty and Foyer area.  
o The lantern-type torches for blackout procedures have been delivered and passed on to David Vernon who will arrange for distribution to the relevant areas.  
o The **Policy on alcohol and drugs in employment** has been ratified by the University OH&S committee and was tabled at the meeting. The policy is to be read in conjunction with the **Guidelines on use and management of alcohol at university functions** document; both documents can be found on the OH&S web site at:  
o All staff should familiarise themselves with both documents and the implications of breaching the policy.

o Questions were raised about the definition of non-medically prescribed drugs and whether this includes paracetamol. The OH&S unit reply is that medically prescribed drugs include those that can be prescribed by anybody and be bought over the counter at a chemist; which includes panadol, dispirin etc. The term non-medically prescribed drugs refers to the drugs which are not medicinal or prescribed, for example recreational/experimental drugs, and prescription medication that is not appropriately obtained.

7.18. **Wollongong University College** – Mrs H Tootell
No report.

8. **REPORT FROM THE FACULTY EDUCATION COMMITTEE – 19 MAY, 2005**

8.1 **Items Discussed at Meeting**

WebCT Migration
The trial migration from WebCT to WebCT Vista will now be implemented for 2005/06 Summer session subjects, rather than for 2005 Spring session subjects. All subjects will be migrated to WebCT Vista for Autumn session 2006. Training for WebCT Vista will be available from the end of August 2005.

As the Faculty only offers Mathematics subjects in Summer session, SMAS is asked to contact Dr Ric Caladine soon if they wish to use WebCT Vista for Summer session. In addition, the Faculty may like to consider using WebCT Vista for offshore subjects offered at the same time.

The Faculty is also asked to consider which Autumn session subjects to nominate for quality enhancement by CEDIR. Dr Caladine will send examples of quality enhancements available to FEC members.

Pass Grades
The Committee discussed a proposal from SMAS regarding the usage of grades and marks, which recommends that only marks, and not grades, be published to students. After some discussion, the Committee noted that it is a matter of University – rather than Faculty – significance, and it was agreed to forward the proposal to the University Education Committee for discussion.

Other Items
The Committee also discussed the Annual Audit of Subject Proposals, the FEC Teaching & Learning Objectives and a University discussion paper on group work.

8.2 **Major Course Revision – Bachelor of Engineering** *(attached)*

The attached proposal from SECTE outlines modifications to the second year of the Bachelor of Engineering program, including the introduction of a new subject, ECTE203. These modifications are part of a continual revision of the BE courses, and follows the amendments to Year 1 made in 2004 to be implemented in 2005.

The course revision under consideration proposes the following modifications to Year 2:

- Electronics and communications subjects were previously taught over Year 2 and Year 3; now electronics will be taught in Year 2 and communications in Year 3.

- The introduction of a new subject, ECTE203 *Signals and Systems*, to fill the gap created by the above change.

Changes to Years 3 and 4 of the degree will be made later in the year for implementation in 2007.
The School is seeking a waiver of the ECAC requirement, as the modifications are necessary to accommodate changes to CSCI subjects and to incorporate recommendations from the Engineers Australia review of courses in late 2003.

**Resolution FAC05/03**

It was resolved to:

(a) approve the proposal for a major amendment to the Bachelor of Engineering (Computer, Electrical or Telecommunications Engineering) degree, and associated double degrees, to be introduced in Autumn 2006, and

(b) forward the proposal to Academic Senate Standing Committee for approval, with a request that the Pro Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.

8.3 **Revision of Co-requisite – MATH111**

To correct an oversight, the School wishes to make the following change to the co-requisite for MATH111 – Applied Mathematical Modelling 1:

**Current Co-requisite**

MATH188 or MATH142

**Proposed Co-requisite**

MATH188 or MATH142 or MATH162

MATH142 and MATH162 are equivalent subjects.

**Resolution FAC05/04**

It was resolved to approve the following revised co-requisite for MATH111 – Applied Mathematical Modelling 1, effective from Spring session 2005:

“MATH188 or MATH142 or MATH162”

8.4 **Subject Revisions – MATH317, MATH941, STAT304 and STAT923 (attached)**

The School wishes to revise the following subjects as part of a package of changes in the mathematical finance area:

- MATH317/ MATH941 – Financial Calculus and Logistics
- STAT304/ STAT923 – Operations Research and Applied Probability

A summary of the proposed revisions and each subject proposal form is attached to the agenda.

**Resolution FAC05/05**

It was resolved to approve the revisions to the following subjects, as outlined in the attachment to the agenda:

(a) MATH317/ MATH941 – Financial Calculus and Logistics
(b) STAT304/ STAT923 – Operations Research and Applied Probability

effective from Autumn session 2006.

8.5 **New Subject – INFO301 (attached)**

The School wishes to introduce a new subject, INFO301 – Secure and Reliable Digital Communication, to replace INFO101 in the Bachelor of Mathematics Education degree.
The new subject has essentially the same content as INFO101, but is pitched at an appropriately higher level.

**Resolution FAC05/06**

*It was resolved to:*

(a) approve the new subject, INFO301 – Secure and Reliable Digital Communication, to be introduced in 2006, and

(b) request that the Faculty of Education submits a course revision proposal for the Bachelor of Mathematics Education degree.

8.6 **Subject Revision – CSCI222 (attached)**

SITACS wishes to make minor content revisions to CSCI222 – Systems Development. The subject was proposed in 2003 as part of the Bachelor of Computer Science core curriculum changes, but will be taught for the first time in Spring session 2005. The original content has been revised to enhance the rigour of the subject.

To ensure the proposed content revisions can be introduced in Spring session, the Faculty is asked to approve the changes, subject to endorsement by FEC at its meeting of 30 June, 2005.

**Resolution FAC05/07**

*It was resolved to approve the revised subject CSCI222 – Systems Development, subject to endorsement by FEC, effective from Spring session 2005.*

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

Dealt with under item 7.11

10. **AUQA AUDIT**

A document giving an update on the AUQA Audit was tabled. The update advised that the feedback received from the AUQA panel was extremely general but very positive overall. The tabled document acknowledges the input to the final submitted documentation for the audit from individual faculty staff as well as all staff who participated in the Trial Audit, including Solveig Dewhurst’s support and assistance throughout the entire process. The AUQA Taskforce anticipate that the draft audit report will be available in July with the final report to be published by October 2005.

11. **QUALITY 101 REPORT**

Dr Anne Porter gave an overview of the Quality 101 Working Party’s progress stressing the need to reduce failure grades across the faculty. The Working Party consists of Dr Geoff Trott, Dr Anne Porter, Mr Peter Castle, Ms Bronwyn James, Ms Sally Rogan. A decision was made to invite a representative from each School; Dr Mark Nelson (SMAS), Dr Christian Ritz (SECTE), SITACS rep not yet appointed. The overall objective of the group is to improve learning outcomes for Informatics students. Dr Porter presented one of her own subjects with a failure rate greater than 10% as an example of how failure rates could be reduced to below 10% by employing a strategy as simple as rearranging the importance of the various components used in teaching to improve the learning experience for students. The group is keen to work with all teaching staff to evaluate subjects and employ strategies that will assist in the reduction of the failure rate.
The Dean commented that the working party was one way for the Faculty to capture and share the knowledge necessary to adopt more affective teaching methods which is paramount to the Faculty's success and progress.

12. **FACULTY PLAN UPDATE**

Prof Joe Chicharo presented an overview of the Faculty Strategic Plan commencing with a recap of the two-day Faculty Planning Conference held in January 2005. Prof Chicharo then gave a brief summary of the following items:

- Top six priority actions for 2005-06
- Establishing partnerships which have increased the Faculty's reputation and brought quality to our programs and reputation; Singapore student numbers have increased since severing ties with Harbridge.
- Top five priority actions for beyond 2006.

Several members commented on the Faculty Plan suggesting that thought should be given to what we will be offering in the future as requirements change over time; the Plan does not address what the Faculty is about, it talks about groups in isolation, should we be looking for collaboration links within the Faculty so it is one and not separate.

Dr Porter commented that the Quality 101 project highlighted the usefulness of teams and teamwork – sharing the load is beneficial for all.

13. **ANY OTHER BUSINESS**

13.1 Reported under Item 3.1.

14. **DATE OF NEXT MEETING**

The next meeting is scheduled for 4 August, 2005.

Signed as a true record

________________________________________
Professor David Steel, (Acting) Chair

Ref: FAC.03/2005
Kim Oborn