UNIVERSITY OF WOLLONGONG

FACULTY OF INFORMATICS

Minutes of Meeting No. 4/2005 held on Thursday, 4 August, 2005
at 1:30pm in the Faculty Meeting Room, 39.150a.

PRESENT: Prof J F Chicharo (Chair), Dr G Alici, Prof S Bouzerdoum, Mr P Castle, Dr P Doulai, Prof E Dukiewicz, Dr M Edwards, Prof J Fulcher, Mr O Garcia, Dr C Gulati, A/Prof T Herrington, A/Prof X Huang, A/Prof P Hyland, Dr Y-X Lin, Dr X-P Lu, Dr L McAven, Prof M McCrae, Dr J McCoy, Mr S Maher, A/Prof T Marchant, A/Prof Y Mu, A/Prof F Naghdry, A/Prof G Naghdry, Prof P Ogunbona, Dr P Premaratne, A/Prof J Rayner, Dr C Ritz, Mr D Robinson, A/Prof K Russell, Prof F Safaei, Prof R Safavi-Naini, Prof J Seberry, Prof D Steel, Dr W Susilo, Dr G Trott, Mr P Vial, Dr K Ward, A/Prof G Williams, Dr S Wilson, Dr K T Win, Dr A L Worthy, A/Prof M Zhang and Dr S-P Zhu.

IN ATTENDANCE: Ms K Oborn, Ms S Dewhurst and Ms T McLaughlin.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Dr G Cox, Mr G Ellmers, Ms V Feros, Prof D A Griffiths, Dr W Li, Dr A Porter, Ms A Meldrum, Mr M O’Sullivan, Dr D Stirling, Dr B Wysocki, A/Prof T Wysocki.

It was noted that, Ms L Burgess, Dr P Davy, Ms A Fuller, Dr J Goard, A/Prof N Gray, Ms K Michael, Dr M Nelson, A/Prof R Nillsen, Dr S Perera, Ms H Tootell, Dr J Xi, are on study leave.

1.2. Confirmation of Minutes from previous meeting held 16 June, 2005
The minutes from the previous meeting, held 16 June, were confirmed as being a true and accurate recording. Moved A/Prof K Russell; seconded A/Prof G Williams.

1.3. Business Arising from the Minutes
There was no business arising from the previous minutes.

1.4. Faculty Representative from Secretariat
Ms Tori McLaughlin gave a brief outline of her role within the Secretariat as Senate support and policy officer, Secretary to Senate and Senate Standing Committees. Tori advised that she is also the contact for the Faculty for queries about Annual Reports, student handbooks, graduation and course proposals.

1.5. New Faculty Representatives
The Dean asked each of the Faculty representatives to the Informatics Faculty Committee to introduce themselves:
- Dr Gursel Alici – Faculty of Engineering
- A/Prof Stephen Wilson – Faculty of Science
- Dr Robert MacGregor – Faculty of Commerce
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  
5  Sub-Dean’s Report  
6  Heads of School Reports  
7.2  Faculty of Arts Report

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

3. **DEAN’S REPORT**

3.1. **Staff**
Prof Chicharo reported that:

- Prof Jennifer Seberry has been elevated to position of Chartered Scientist by the British Science Council and offered his congratulations on behalf of the Faculty.
- the Flexitime policy, currently in draft form has captured the current practices within the Faculty. Ms Solveig Dewhurst is working with Irene Burgess to develop an acceptable policy for the Faculty and its various areas.
- Leadership Survey results have been distributed; supervisors are taking the feedback seriously and some have elected to discuss any apparent issues with their staff and their own supervisors. Generally, the results are positive.
- an appointment has been made for the MICD position. Mr Craig Penden will commence on August 15 and provide service to Creative Arts, Commerce and Informatics. The Vice Chancellor has agreed to appoint a fourth MICD.
- all staff are encouraged to complete the EO Online survey to meet one of the Faculty Strategic Plans KPI's for 2005.

3.2. **Activities**
Prof Chicharo reported that:

- a successful HDR Student Welcome Day was held on 19 July; six new students have enrolled – two from each School.
- the first progress report for the Faculty Plan is due on Friday August 5.
- a Long Range Planning meeting was held on July 28; one more meeting to take place prior to finalising the draft plan and distributing to Faculty.
- the University held a mid-year planning meeting on July 26, focussing on strategic projects. The Vice Chancellor is concerned about UoW’s ranking and how it is positioned for the Research Quality Framework which has a performance and hard metrics focus.
- 36 teachers recently attended a very successful Maths Teachers Day; the day also offered a good networking opportunity for our staff and the attendees.
- the Year 12 Maths Prize held last month attracted 10 enthusiastic participants; marketing strategy to be revised for next year.
- Graduation was held last month with 10 PhDs being awarded to Informatics students, some of whom are staff members; staff are encouraged to participate in and attend Graduation ceremonies.
• a very successful Enrichment Program has concluded; students assisting with the program were recognised at the Dean’s Merit Lunch held on 25 July. The Dean thanked Daniel Saffioti for his input and organisation of the program.

3.3. **Space**
Prof Chicharo reported that there is no further news on the space issues faced by the Faculty

3.4. **International**
Prof Chicharo reported that:
- Off-shore operations are running well.
- two new programs are to be offered at Dubai; a Security specialisation for Bachelor of Computer Science and a Masters Program – MITM.
- there is positive feedback at Singapore Institute of Management; students have sent letters saying how happy they are with the program.
- Hong Kong is on track.
- there are 140 students enrolled at Zhengzhou University in China. 310 offers were made for the September intake and expect 250 to commence in 2006. There has been one successful delivery so far.

3.5. **Students**
Prof Chicharo reported that:
- Session Two enrolments are significantly down on 2004 figures; 29 domestic enrolments compared to 41 in 2004; 211 initial International onshore enrolments have increased to 263 compared to 294 in 2004.
- the Chinese market (the Faculty’s largest) is the only one not to have experienced a downturn.

3.6. **Early Entry**
Ms Solveig Dewhurst reported that:
- a half page profile of 2005 Early Entry student Richard White appeared in the Kiama Independent on Wednesday, 3 August.
- registrations are currently down by 26%, which presents an indicator for end of year 1st preferences. Weekly radio ads are to commence on Monday August 8 and run until 16 September.
- the market research recently conducted on students is currently being summarised; a more in-depth analysis will be distributed to Heads of Schools shortly.
- Early Entry analysis is currently in progress and results so far are heartening.

3.7. **Budget**
Prof Chicharo reported that:
- negotiations for next year’s budget will commence next week. The Faculty is tracking well as per allocation but the budget is expected to be tighter next year.
- the three-year cycle for computer upgrades is to recommence soon.

3.9. **Other**
Prof Chicharo reported that:
- WebCT will be migrating to WebCT Vista over the next 18 months.
- discussions with Commerce are being held re potential changes to Information Systems subjects which will impact on our degrees.
- the Business Continuity Plan is ready for submission.
- Discovery Day 2006 will be held February 7-10.
4. **ASSOCIATE DEAN (RESEARCH) REPORT**

   Prof David Steel reported:

1. **Research Quality Framework (RQF)**
   The roll out of the RQF has been delayed by 12 months, so should be implemented by end of 2006. In the meantime, a UOW research quality and impact assessment trial will be conducted to collect research quality and impact data for two research strengths and two faculties. It is expected that the following units will be assessed:
   - Engineering Manufacturing
   - Institute for Conservation Biology & Law
   - Faculty of Education
   - Faculty of Creative Arts

2. **ARC Linkage – Projects Outcomes**
   UOW had a success rate of 30% with 8 grants awarded a total of $1.169M, which is disappointing and will be examined in more detail. The Faculty success rate was 50%, with two of four applications successful.

3. **URC Strategic Research Initiatives (SRI) Guidelines**
   The Committee discussed the recently approved SRI Guidelines. The SRI aims to support the development of the research capability of individuals or small teams. This scheme provides an opportunity for the Faculty to grow research groups outside the current Research Strengths, with a view to eventually becoming Research Strengths.

4. **Honours Scholarships**
   The Committee discussed a proposal for Honours Year Scholarships, which was tabled at the URC meeting of 22 June. The proposal, as it stood, would have excluded Informatics Honours students as it required students to be enrolled in an Honours degree with a research component of at least 50% of the Honours year or final year of study. It was suggested at the URC meeting to revise the percentage to 37.5% (equivalent to 18cp of 48cp) and it is hoped that this revision will be accepted.

5. **HDR Scholarships**
   The closing date for submission of HDR Scholarship applications has moved from 30 October to 30 September. It will be important to have good paperwork that identifies supervisors, research strength or group, project description, how project advances the faculty research strategy, two referees reports, what is competitive about the student.

6. **PhD Enrolment**
   The same sort of comments made about HDR scholarship applications apply to applications for admission of HDR students


8. **URC Guidelines for Faculty Postgraduate Research Scholarships** have been drafted and await approval by URC. This will allow creation of scholarships using a mixture of funds.

9. **University Internationalisation Committee (UIC) International Links Grant Scheme** is now open. Closing date is 15 August.
10. Trailblazer competition and patent service
A complete patenting service is available at UOW for any good idea with commercial potential. A good starting point is Aapo Skorulis or the Trailblazer competition. Researchers need to be aware that they have only 12 months from the first publication of the invention to lodge a patent (this includes putting your invention on the web for other to see). The device does not have to be built to be patented. If the invention has been publicly disclosed for more than 12 months, it cannot be patented and is available for anyone to exploit commercially. Patent search facilities are available at the UOW library website. If you have a good invention, before you publish, talk to UniQuest.

Dr Koren Ward addressed the meeting to speak about the recent patenting of her invention and to give important information on progressing an application for patent of an invention. Dr Ward advised staff interested in applying for a patent for an invention that it will take approximately twelve months from the time of publishing to the patent being issued. Dr Ward also suggested that staff meet with the Faculty MICD prior to publishing and also to apply for an interim patent as this was a cheaper option than the full patent process.

5. Sub-Dean’s report
Dr Geoff Trott reported that:
- Academic approval forms are to be completed by students wishing to enrol after week three.
- Waivers for provisional subjects and adding subjects after week two need to be signed by the Head of School for that subject.
- Students wishing to enrol in more than 32 credit points need the approval of the Sub-Dean; deadlines for adding subjects are:
  - 12 August, no cost
  - 31 August, costs incurred.

6. Heads of School reports
6.1 SITACS
Prof Philip Ogunbona reported that:
- Appointments have been made to six of the eight vacant positions in the School; two staff on existing contracts have been successful in securing positions; three new staff members will commence during Session Two.
- Interviews will be held next week for the Professor of Health Informatics position.
- Four PhD and two Masters by Research students graduated at the July Graduation ceremony. Khin Than Win’s degree was conferred at UoW. Tim Coltman received his PhD from Australian Graduate School of Management.
- Mr David Vernon has resigned from the University to take up a position at Griffith University.
- Professor Jennifer Seberry has been elevated to position of Chartered Scientist by the British Science Council, in recognition of her contribution to the field of computer security. Congratulations Jenny.
- The whole faculty is invited to attend the Colloquium Series being held every Thursday morning in the Faculty Meeting room.
- The Saturday School Enrichment Program conducted by Daniel Saffioti, focussing on programming basics and maths has been inspiring and very successful; this program is a good marketing tool for the Faculty.
6.2 SMAS
A/Prof Graham Williams reported that:

- the School has a new staff member on a continuing appointment, Dr James McCoy, who is 75% ARC Postdoctorate and 25% teaching; James is working on Partial Differential Equations.
- AMSI has awarded the School a grant of $70k to construct an Access Grid Room. Drs Anne Porter and Mark Nelson from the School in conjunction with Dr Richard Caladine from CEDIR will be working on this initiative.
- a very successful Teachers Day was held recently. A Maths Information night will be held in mid-September for parents and students to talk about Maths and careers.
- AMSI is currently rewriting Year 5–12 Maths texts. Years 7 and 8 are complete and will be trialled in 2006; AMSI is looking for teachers to participate in the trial.
- the ARC is conducting reviews on Mathematics and Statistics to determine the reasons for the shortage of Mathematicians and Statisticians.

6.1 SECTE
Prof Salim Bouzerdoum reported that:

- a new Technical Staff member, Lachlan Webb has commenced in the School.
- August 14 is the closing date for applications to fill the position vacated by Stephen Gass.
- an ad will be placed for Professor of Power Engineering to replace Vic Gosbell who has now taken up an Honorary Professorial position in the School.
- two Computer Engineering positions have been advertised; short listing to take place next week on the 22 applications received.
- Mr Carlo Guisti is now the Technical Support Supervisor.
- the School Advisory Committee meeting scheduled for 17 September will be discussing research management at UoW. Professors Margaret Sheil and Rei Safavi-Naini have been invited to update the committee on Research.
- five URC grant applications have been submitted.
- Dr Jiangtao Xi in conjunction with Prof Joe Chicharo and Dr Enbang Li and two researchers from China have been awarded a three year ARC Linkage International grant.
- Dr Sarath Perera and Prof Vic Gosbell have been successful in their bid to host the 13th IEEE International Conference on Harmonics and Power Quality (ICHPQ) at UoW in 2008.
- congratulations to Sarath Perara and Vic Gosbel. Their bid to organise the 13th IEEE International Conference on Harmonics and Quality of Power (ICHPQ) in 2008 has been successful.
- there are two other conferences that School staff are involved with:
  - ISSPA-2005: Ingemar Cox, Chair of Telecommunications at University College London and Director of UCL’s Adstral Postgraduate Campus.
  - International Symposium on DSP and Communication Systems will be held this year, 19–21 December in Noosa Heads.
- Professor Leandro de Haro from Madrid will be visiting the School and the Wireless Group between 29 June and 14 August.
7. COMMITTEE MEMBERS’ REPORTS

7.1. Academic Senate – Prof J Seberry, Assoc Prof T Wysocki, A/Prof R Nillsen, Dr A Porter and Dr I Piper.

1. New members of Senate were welcomed by the Chair.

2. Vice-Chancellor’s business and other reports. The Vice Chancellor reported that the same Governmental policy issues as mentioned at the last meeting were still alive.
   * VSU. The VC said there may be some room on the VSU owing to the National Party members who were concerned at possible effects in regional universities. There was a slight softening in the reality, but not in the rhetoric from the Government. For example, there could be a “sporting service fee” on regional campuses, but the VC regards the odds as less than 50% for some accommodation by the Government.
   * Research Quality Framework. The AVCC has finalised its response. It is anticipated that the whole issue will be looked at over the next 12 months by the Government.
   * Private Universities. No change in the Government position. They would be teaching only universities but the Government apparently sees no problem in calling them universities.
   * Graduation ceremonies. Went very well and good feedback was received. The ceremonies are a ‘significant marketing initiative’ with more than 10,000 people visiting the campus during graduation.
   * Campus East. New accommodation for 120 students is complete. The opening will be on 12th August.
   * Chairs of Senate meeting and role of Senate. The VC confirmed some remarks he had made at the recent Chairs of NSW Academic Senates held at the University. He said it was the responsibility of the executive and administration to deal with realities, but that there was a danger in so doing that core values of the University were overlooked. He considered it a specific responsibility of Senate to maintain and safeguard those values, as Senate is the Senior and most representative academic body in the University. The Chair of Senate pointed out that this had occurred in one specific instance in 2005 [the policy on conflict of interest, approved by Council originally without bothering to refer it to Senate].
   * Medical School. Stage 1 of the accreditation process has passed satisfactorily. The Australian Medical Council will now, in due course, consider Stage II of the process. The Council will require details of all subjects to be offered and a ‘total course picture’.
   * International Students. A/Prof Michael McRae asked a question about the changing pressures on international student teaching. The VC responded by saying the scene was changing rapidly, and may lead to very substantial change in the whole sector. The VC said that any change would be good for Wollongong as the University always responds rapidly to any requirement for change whatever it is. 20-25% of our budget comes from international students. The decrease in the Singapore/Kong Kong market has been offset up to a point by the increase in the China market, but this situation may not last, as new universities are being built in China and China already takes in more students than it sends out. As Chinese possibly becomes a major world language outside China, this could be accentuated. This session the University may be short of its international target by 3–4%, some other universities such as Monash with a downturn of 18% have been worse affected. The uncertainty of the international market and the Government’s idea of encouraging new non-research universities means there could be very substantial change. Mr Langridge said that the ITC and the College act as ‘canaries’ for predicting international enrolments. A number of
companies who are on the International acquisition trail have made enquiries with a view to purchasing the College and the Dubai Campus.

* Mr Grange reported that there was a working Party with WUPA and WUSA to discuss possible effects of VSU.

* The budget for 2006 will go to the Council Meeting in October.

* Professor Rob Castle reported there was to be a forum with Faculty officers about facilitating the course approval process in some cases.

* There was a report from ITS that a third McIntosh lab had been installed, and that the Maclabs had been accepted and were successful. ITS was monitoring internet usage.

* Senate members raised a problem about ordering of textbooks—these had been ordered well in advance but had not arrived. The issue was to be looked into.

* A/Prof Michael McRae expressed views concerning some institutions apparently offering summer session subjects for students who had failed during the year— with the possibility of them getting credit for these courses even though they might be of a lower standard.

3. Chair of Senate’s report. Professor Griffiths reported concerning the new procedures on filling vacancies, with reference to filling student vacancies on Senate. He also referred to issues, arising from the Vice-Chancellor’s remarks, of concern to Senate including academic integrity and freedom of speech.

4. Report of the Working Party on the Senate Self Evaluation. There was some discussion about the representation of general staff on Senate, but the report was approved by Senate. The recommendations of the report have the potential to change the character of discussion at Senate, depending on how Senate members respond.

**Resolutions from the meeting:**

**RESOLVED (50/05)**
That Academic Senate:

(i) Receive the proposal for the New Graduate Certificate in Commerce to be introduced in Intake A, Autumn 2006;

(ii) Request the Pro Vice-Chancellor (Academic) to waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines;

(iii) Forward the proposal to the Vice-Chancellor for approval.

**RESOLVED (46/05)**
That Academic Senate appoint:

(i) Gerry Turcotte, Wilma Vialle and Tony Macris as three Academic Senate staff representatives on the Academic Senate Standing Committee for a term to conclude on 30 June 2007;

(ii) Susan Dodds to replace Don Lewis on the Academic Senate Standing Committee for the balance of his term, to conclude 30 June 2006;

(iii) Ben Coughlin to replace Tracey Smallwood as an Academic Senate student representative on the Academic Senate Standing Committee for the balance of her term, to conclude on 31 December 2005.

**RESOLVED (49/05)** That Academic Senate elect Jennifer Seberry to replace Rei Safavi-Naini as an Academic Senate Representative on the Professorial Promotions Committee for the balance of her term, to conclude on 3 March 2007.

**RESOLVED (48/05)** That Academic Senate elect Philip Kitley to replace Penney McFarlane as an Academic Senate Representative on the University Internationalisation Committee for the balance of her term, to conclude on 30 June 2006.
RESOLVED (47/05) That Academic Senate elect Anne Abraham and Michael McCrae as two Academic Senate Representatives on the University Education Committee for a term to conclude on 30 June 2007.

Other items on the notice paper were passed without starring.

7.2. **Faculty of Arts** – Mr P Vial

1. Three positions of possible six highlighted in my last report had been filled. Some positions are still to be filled but, due to a review in one unit, they may be delayed

2. In terms of overseas teaching the faculty had negotiated a contract with a Hong Kong institute which said that for the first two years the faculty would be funded with a minimum of 50 attendees even if the overall enrolled student base fell below 50. The Dean indicated that this was a better position for the faculty than the previous proposal where funding was going to be 60 but any drop-outs would be absorbed by the faculty whereas now the Hong Kong institute would bear this cost.

3. The Dean flagged many changes for IT on the campus, which were apparently driven from very high up in the University hierarchy. Some issues under consideration were:
   - Proposal for Uniform Campus Wide desktop model for computers (Arts uses predominantly Apples but the University model is feared to be based on PCs because of cost)
   - Campus wide Server and Desktop Backup
   - The nature of Service agreements – at the moment they are pretty open
   - Maintenance of faculty based IT support – Most Deans want to keep in-house IT support but there is a force to centralise all personnel (again from high up) – of concern in terms of setting up and regulating IT service agreements, the faculties need some expertise to do this!
   - There is the issue of what the IT requirements are for the faculties/research units
   - Changes in implementation strategies
   - There is a need to protect questions of diversity of IT equipment on campus (a heterogeneous environment versus a homogeneous environment where computer equipment is the same but only the lowest common denominator is considered)

4. The Dean then asked the faculty for input on these issues ASAP, with the expectation that the ongoing debate will be tough, fast and furious.

5. Workloads and review of workloads was discussed, referring to the current Enterprise Bargaining agreement (that signed 3-4 years ago) as the source of the need.

6. The four faculty senate vacancies were filled with unopposed nomination and election.

7. There was a faculty workshop on bullying and harassment that many attended.

8. A statement of concern about IT was formed and passed by the floor.

7.2.1. Associate Prof Ken Russell asked the Dean whether he had flagged the changes for IT on campus.

The Dean responded that he will be meeting with the Vice Chancellor and Mr Chris Edmondson, Director of ITS to discuss the future of IT Strategic Planning.

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** – Dr P Doulai

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

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
1. Brian Cox, the University's Copyright Officer, came to the meeting to explain how staff can utilise the electronic reading service to make third party copyright material available online. He suggested that staff contact Margaret Williams in the library if there is any particular question/issue. Electronic reading service is used to ensure compliance with the copyright issue.
2. The Dean noted that the International Link Grants guideline will change slightly. Proposal for grants that are with Universities outside the current list will be accepted as long as the proposal meets the set criteria.
3. Faculty of Science has a new OH&S coordinator for Science and Engineering, Ms. Ellen Manning. She has recently conducted a number of safety inspections around the Faculty to get to know the different areas and is also reviewing the induction process for research students and staff to find ways to incorporate OH&S training into it.

7.10. **University Research Committee** – Prof D Steel
Reported under Item 4.

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
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
* International week will commence on September 5 and feature cross cultural aspects of travel, food, work, music, sport, entertainment and scholarly activities.
* International Links Grants – guidelines have been released, a workshop has been held and applications close on August 15.
* New international enrolments were down by 7.5% with China providing the only significant increase.
* The International Coursework Scholarship scheme is now in place and details are available via the International Students web page. They are now spread over many countries and provide some fee relief.

7.17. **Faculty WAC Committee** – Ms S Dewhurst
No report.
7.18. Wollongong University College – Mr Glenn Bewsell

1. The Department of Education, Science and Training (DEST) is forecasting 5% growth overall in offshore enrolments in 2005.
2. WUC is planning on visiting East China University of Science & Technology. Informatics staff will be involved.
3. The growth in the intake from China has slowed but is still growing.
4. Guidelines to allow students to change streams within WUC need to be documented and circulated to faculties for comment.

8. REPORT FROM THE FACULTY EDUCATION COMMITTEE – 30 JUNE, 2005

8.1. Items Discussed at Meeting

FACULTY SERVICE AGREEMENT (FSA) AND WEBCT VISTA
Sarah Lambert, CEDIR FSA Manager, attended to discuss the impact of the WebCT Vista transition on the FSA. The WebCT Vista transition is a top priority over the next 18 months and support under FSA will also focus on this priority. Accordingly, a call for FSA projects has not gone out for next session. Instead, Sandra Wills will meet with the Dean and Heads of Schools to determine a prioritised list of projects requiring WebCT transition support within the Faculty. In addition, twice the number of projects will be supported by CEDIR over the next 18 months than would normally be supported under the current FSA arrangements.

QUALITY101 Working Party
The working party reported they have received data and feedback for subjects monitored during Autumn session. Some preliminary trends were discussed briefly at the FEC meeting. However, no conclusions can be drawn until a detailed analysis is completed.

Tertiary Literacies Integration Working Party
The mapping of academic and information literacies within Informatics subjects is almost complete. The next stage is to identify where more support may be required.

University Medals & Dean’s Merit List
The Committee discussed proposals for revisions to both the method of awarding University Medals and method of determining Dean’s Merit lists. Both proposals were recently discussed at the University Student Awards Committee, and are in the early stages of consultation.

8.2. Course Proposal – International Bachelor of Science (Honours)

The Faculty of Science wishes to introduce a new International Bachelor of Science (Honours) degree. It is proposed to include a Technology minor in the degree, which includes subjects chosen from the faculties of Engineering and Informatics.

Professor Rob Whelan, Dean of the Faculty of Science, attended the FEC meeting and provided background on the proposal and answered questions raised. FEC considered the attached documentation, including the Informatics subjects included in the proposed Technology minor, and indicated support for the proposal.

Resolution FAC05/08
It was resolved to approve:
(a) support for the International Bachelor of Science (Honours), as proposed by the Faculty of Science, and
(b) the inclusion of Informatics subjects to form a Technology minor within the proposed International Bachelor of Science (Honours), as listed in the attachment to the agenda.
8.3. **Subject Revision – ECTE202**

SECTE wishes to revise the subject content and learning outcomes (objectives) of ECTE202 *Circuits and Systems*, as outlined in the attachment to the agenda.

This is not a change in focus for the subject. The revisions form part of the second year BE program review.

**Resolution FAC05/09**

*It was resolved to approve the revision to subject content and learning outcomes for ECTE202 – Circuits and Systems, as outlined in the attachment to the agenda, effective from 2006.*

8.4. **Subject Revision – ECTE212**

SECTE wishes to revise the subject content, learning outcomes (objectives) and title of ECTE212 *Electronics and Communications*, as outlined in the attachment to the agenda.

The revisions form part of the second year BE program review.

**Resolution FAC05/10**

*It was resolved to approve the following revisions to ECTE212 – Electronics and Communications, effective from 2006:*

(a) change of subject title to ‘Electronics’; and

(b) revisions to subject content and learning outcomes, as outlined in the attachment to the agenda.

8.5. **Revision of Pre-requisite – IACT302**

SITACS wishes to revise the pre-requisite for IACT302 Corporate Network Planning as follows:

**Current Pre-requisite**

IACT202 or ELEC211 or ELEC212 or ECTE211 or ECTE212.

**Proposed Pre-requisite**

IACT202 or ELEC211 or ELEC212 or ECTE211 or ECTE212 or ECTE282 or ECTE283.

The revision will make it easier for Bachelor of Internet Science and Technology (BIST) students to undertake IACT302 as an elective subject.

**Resolution FAC05/11**

*It was resolved to approve the following revised pre-requisite for IACT302 – Corporate Network Planning, effective from 2006:*

“IACT202 or ELEC211 or ELEC212 or ECTE211 or ECTE212 or ECTE282 or ECTE283”

8.6. **Revision of Pre-requisite – CSCI399**

SITACS wishes to revise the pre-requisite for CSCI399 *Server Technology* as follows:

**Current Pre-requisite**

12cp of CSCI 200 level

**Proposed Pre-requisite**

(CSCI212 and CSCI213) or (ITCS213 and 6cp at 200 level)
Content covered in CSCI213 (and ITCS213) is assumed knowledge for CSCI399. As CSCI213 used to be a core BCompSc subject, the current pre-requisite was deemed enough to ensure students had the correct background. With changes to the core curriculum in 2003, including the move of CSCI213 from core to elective, CSCI213 must now be specified as a pre-requisite to ensure students have the correct background.

Resolution FAC05/12

It was resolved to approve the following revised pre-requisite for CSCI399 – Server Technology, effective from 2006:

“(CSCI212 and CSCI213) or (ITCS213 and 6cp at 200 level)”

8.7. Subject Revision – CSCI205

SITACS wishes to revise the subject content and learning outcomes (objectives) of CSCI205 Development Methods and Tools, as outlined in the attachment to the agenda.

This is not a change in focus for the subject. It is simply a clarification of the current subject content and learning outcomes.

Resolution FAC05/13

It was resolved to approve the revision to subject content and learning outcomes for CSCI205 – Development Methods and Tools, as outlined in the attachment to the agenda, effective from 2006.

8.8. Subject Revision – CSCI222

SITACS wishes to revise the subject content and learning outcomes (objectives) 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.

This is not a change in focus for the subject. It is simply a clarification of the current subject content and learning outcomes.

As this revision is for implementation in Spring 2005, the changes were approved at the Faculty meeting of 16 June, and endorsed by FEC on 30 June, 2005.

Resolution FAC05/14

It was resolved to note that Faculty approved the revisions at its meeting of 16 June 2005, which were endorsed by FEC on 30 June 2005.

8.9. Subject Revision – CSCI311

SITACS wishes to revise the subject content and learning outcomes (objectives) of CSCI311 Software Process Management, as outlined in the attachment to the agenda.

This is not a change in focus for the subject. It is a reworking of the content, with some moving to CSCI222 which will give students entering CSCI311 a broader knowledge base to complete the subject successfully.

Resolution FAC05/15

It was resolved to approve the revision to subject content and learning outcomes for CSCI311 – Software Process Management, as outlined in the attachment to the agenda, effective from 2006.
8.10. Subject Revisions – CSCI213/ITCS907/MCS9213

SITACS wishes to make the following revisions to the mirror subjects CSCI213, ITCS907 and MCS9213 Java Programming & the Internet:

Rework:
1. Subject Content
2. Learning Outcomes (objectives)
3. Tertiary Literacies

Rename the subject Java Programming and Object Oriented Design

The revisions represent a move of content away from the Internet to object oriented design.

Resolution FAC05/16

It was resolved to approve the following revisions to CSCI213/ITCS907/MCS9213 – Java Programming & the Internet, effective from 2006:

(a) revisions to subject content, learning outcomes and tertiary literacies, as outlined in the attachment to the agenda, and
(b) change of subject title to ‘Java Programming and Object Oriented Design’.

8.11. New Subject – ITCS213

The revisions to CSCI213 (see item 8.10) render the subject unsuitable for BIST students. Accordingly, the current subject content for CSCI213 will continue to be taught under a new code, ITCS213. This subject will only be available to BIST students.

Although this is technically the renaming of a current subject, the completion of a subject proposal form is required to bring the subject code into existence and to consider any resource implications which may arise. The subject proposal is attached to the agenda.

Resolution FAC05/17

It was resolved to:

(a) approve the new subject ITCS213 – Java Programming & the Internet, as outlined in the attachment to the agenda, to be introduced in 2006, and
(b) note the new subject will only be available to BIST students.

8.12. Major Course Revision – Bachelor of Information and Communication Technology

SITACS wishes to revise the Software Engineering major in the Bachelor of Information and Communication Technology degree. The revision involves the move of content from a 400-level core subject to 300-level and vice versa. However, to eliminate confusion and ensure students already enrolled in the degree do not cover the same content twice, it is necessary to change the subject codes of the subject.

In summary, the changes are:

- Delete CSCI325 Software Engineering Formal Methods
- Delete CSCI425 Topics in Software Engineering
- Introduce new subject CSCI318 Software Engineering Practices and Principles. This subject will replace CSCI325 in the degree program, but includes the content of the current CSCI425.
- Introduce new subject CSCI410 Formal Methods in Software Engineering. This subject will replace CSCI425 in the degree program but includes the content of the current CSCI325.
The revision is necessary as the redeployment of *Formal Methods* content from 300 to 400 level more accurately reflects the rigor of its content.

SITACS notes that there will be no changes made to the PG equivalent to CSCI425, CSCI925 *Topics in Software Engineering*.

The attached documentation includes:
- Major course proposal for Bachelor of Information and Communication Technology
- New Subject Proposal for CSCI318
- New Subject Proposal for CSCI410

**Resolution FAC05/18**

It was **resolved** to:

(a) approve the deletion of CSCI325 – Software Engineering Formal Methods and CSCI425 – Topics in Software Engineering, from 2006;

(b) approve new subjects CSCI318 – Software Engineering Practices and Principles and CSCI410 – Formal Methods in Software Engineering, as outlined in the attachment to the agenda, to be introduced in 2006;

(c) approve the major course amendment to the Bachelor of Information and Communication Technology degree, as outlined in the attachment to the agenda, to be introduced in 2006;

(d) request that Faculty forward the course 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; and

(e) note that no changes will be made to the current subject, CSCI925 – Topics in Software Engineering.

**8.13. Subject Revision – ITCS935 (renamed CSCI910)**

As a result of the changes described in item 8.12, SITACS wishes to make the following revisions to ITCS935 *Software Engineering Formal Methods*:

- Change the subject code to CSCI910
- Change the subject name to *Formal Methods in Software Engineering*
- Clarification of subject content and learning objectives.

ITCS935 is currently linked to CSCI325, which is being deleted. The change in code is required as common codes are administratively more effective for keeping track of linked 400/900 level subjects. The other revisions reflect the revisions made when creating CSCI410 (see 8.12).

CSCI910 will replace ITCS935 in the Graduate Additional Subject List.

**Resolution FAC05/19**

It was **resolved** to approve the following revisions to ITCS935 – Software Engineering Formal Methods, to be introduced in 2006:

(a) change of subject code and title to CSCI910 – Formal Methods in Software Engineering; and

(b) minor revisions to subject content and learning objectives, as outlined in the attachment to the agenda.

**8.14. Minor Course Revision – Master of Computer Studies**

SITACS wishes to revise the Master of Computer Studies degree by adding the following two new subjects to elective lists within the degree:
• MCS9206 Markup Languages  
• MCS9318 Software Engineering Practices and Principles 

There is no change to core offerings in this degree.

The attached documentation includes:

• Minor course proposal for Master of Computer Studies  
• New Subject Proposal for MCS9206  
• New Subject Proposal for MCS9318

**Resolution FAC05/20**

It was **resolved** to:

(a) approve the new subjects MCS9206 – Markup Languages and MCS9318 – Software Engineering Practices and Principles, as outlined in the attachment to the agenda, to be introduced in 2006;

(b) approve the minor course amendment to the Master of Computer Studies degree, as outlined in the attachment to the agenda, to be introduced in 2006, and

(c) request that Faculty forward the course proposal to Academic Senate Standing Committee for approval.

8.15. Minor Course Revision – Bachelor of Computer Science

As a result of the deletion of CSCI325 (see item 8.12), SITACS wishes to revise the Bachelor of Computer Science degree by replacing CSCI325 Software Engineering Formal Methods with CSCI318 Software Engineering Practices & Principles. There is no change to core offerings in this degree.

The attached documentation includes a minor course proposal for the Bachelor of Computer Science. The new subject proposal for CSCI318 is attached under item 8.12.

**Resolution FAC05/21**

It was **resolved** to:

(a) approve the minor course amendment to the Bachelor of Computer Science degree, as outlined in the attachment to the agenda, to be introduced in 2006, and

(b) request that Faculty forward the course proposal to Academic Senate Standing Committee for approval.

8.16. Deletion of SITACS Prizes

The donors of the following SITACS prizes have indicated that they will be unable to sponsor the prizes from 2005:

• Cashcard Australia Ltd. Prize  
• Nortel Networks Australia First Year Prize  
• Nortel Networks Australia Third Year Prize 

Accordingly, the prizes will be deleted and will not be available to students studying in 2005.

**Resolution FAC05/22**

It was **resolved** to:

(a) note the withdrawal of sponsors for the following prizes:

(i) Cashcard Australia Ltd. Prize

(ii) Nortel Networks Australia First Year Prize

(iii) Nortel Networks Australia Third Year Prize
(b) approve the deletion of the prizes, noting no award will be made for students studying in 2005, and
(c) ask the Faculty to notify the University’s Student Awards Committee of the prize deletions.

8.17. Minor Course Revision – Bachelor of Mathematics and Finance

As a result of recent Faculty of Commerce changes to names, descriptions and pre/co-requisite arrangements for FIN subjects, SMAS wishes to update elective lists for the Bachelor of Mathematics and Finance degree. Opportunity has been taken at the same time to update details of the BMathFin course requirements to reflect changes in the School of Mathematics and Applied Statistics offerings over the last few years.

The attached Minor Course Proposal outlines the proposed changes.

Resolution FAC05/23

It was resolved to:
(a) approve the minor course amendment to the Bachelor of Mathematics and Finance degree, as outlined in the attachment to the agenda (subject to the minor addition indicated in the minutes), to be introduced in 2006, and
(c) request that Faculty forward the course proposal to Academic Senate Standing Committee for approval.

9. Report from the Faculty Research Committee

Dealt with under item 4.

10. Faculty Plan Update

10.1 Faculty 2005/06 Strategic Plan

To note that the first quarterly progress reports have been called for and will be reported at the next Faculty meeting.

11. Any Other Business

There was no other business.

12. Date of Next Meeting

The next meeting is scheduled for 22 September, 2005.

Signed as a true record

Professor Joe Chicharo Chair

Kim Oborn

Ref: FAC.04/2005