1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Prof S Bouzerdoum, Dr K-W Chin, Prof E Dutkiewicz, Ms V Feros, A/Prof P Laird, Mr D Lowe, Dr X-P Lu, Dr J McCoy, Mr D Matusch, Ms A Meldrum, Ms D Montgomery, Ms M O’Brien, Dr A Porter, Mr M O’Sullivan, Prof F Safaei, Prof R Safavi-Naini, Prof J Seberry, Ms C Silveri, Prof D Steel, Dr W Susilo, Mr N Triantafillou, Dr P Yu, A/Prof M Zhang & Dr S-P Zhu.

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 and Dr J Xi, are on study leave.

1.2. Confirmation of Minutes from previous meeting held 4 August, 2005
The minutes from the previous meeting, held 4 August, were confirmed as being a true and accurate recording. Moved A/Prof K Russell; seconded Prof D Griffiths.

1.3. Business Arising from the Minutes
A/Prof Russell asked the Dean whether he has held a meeting with Director of ITS and the Vice Chancellor regarding the IT strategic plan. The Dean responded that a meeting has been held with further discussion to take place.

2. STARRING OF ITEMS FOR DISCUSSION

2.1. Starred Items
The following items were starred for discussion:

3. Pro Vice Chancellor’s (Operations) Report
4.1. Faculty Long Range Plan
6. Sub-Dean’s Report
2.2. **Unstarred Items**
All unstarred items were **endorsed**.

3. **PRO VICE CHANCELLOR (OPERATIONS)**
Professor John Patterson addressed the meeting to announce that an Associate Dean (Education) position is to be created within the faculty, and to explain the process necessary for the faculty to appoint a current staff member to this newly created position. The PVC (Operations) gave a quick overview of the expected responsibilities of the appointed incumbent and advised that expressions of interest will be called for prior to close of business, Monday 26 September. The appointment will be for a term of 2 years with further 2 year options to a maximum of 8 years available.

4. **DEAN'S REPORT**

4.1. **Faculty Long Range Plan**
Prior to outlining the Faculty Long Range Plan, Prof Chicharo gave an overview of the concepts and strategies devised at the Faculty Strategic Planning workshop held in January 2005, namely, the current position of the faculty and what Higher Education will look like in 10 years' time.

The Dean then spoke to some preliminary ideas for the faculty:
- Reputation is paramount -- what makes a good University or Faculty hasn't changed.
- Agility and flexibility are primary considerations given the pace of technology change.
- Partner choice is the key to success.
- It is impossible to be ranked number 1 in all degree offerings.
- The Faculty needs to address the teaching and research balance.

The Dean commented that the key ingredient for the faculty’s success is to establish an international reputation.

The Dean then spoke to the approach taken by the “Dream Team” at the planning workshop held in January and advised that all presentations and reports from the planning workshop are available on the faculty’s website under the “Staff” heading.

The Dean decided that the title **Vision and Aspirations for the Faculty, 2005–2015** was the most appropriate way to describe the plan for the faculty. The plan, subtitled “the circle of success”, comprised eight components:

- **Reputation** – To be ranked the top ICT faculty in Australia and in the top 20 internationally
- **Research** – World class reputation in up to five focussed areas
- **Teaching** – Provide a stimulating educational experience
- **Staff** – High performance staff and teams
- **Students** – Produce students that are highly valued by industry and community
- **Partners** – Long term sustainable rewarding partnerships of high repute
- **Adaptability** – Shape future by anticipating, influencing and responding to a changing environment
- **Values** – An accepted set of values that govern our actions

**Discussion**
A short discussion revolved around the Research Quality Framework and whether the Faculty’s vision had considered its implications. The Dean encouraged comments on the vision and welcomed any suggestions which will assist in the vision becoming a success.
5. **ASSOCIATE DEAN (RESEARCH) REPORT**

Prof David Steel tabled the following report.

1. The results of the UIC International Links Grants Scheme have been announced; members of the faculty were successful in four grants:
   - Salim Bouzerdoum: Joint research/teaching program between SECTE and Galilee Institute.
   - David Steel and Robert Clark: Joint research programme in survey methodology with Manchester's Centre for Census and Survey Research.
   - Eryk Dutkiewicz and Xiaojing Huang: Expanding research collaboration between the Chinese Academy of Sciences and the University of Wollongong.
   - Philip Ogunbona and Wanqing Li: Human motion analysis and recognition for video surveillance. Huazhong University of Science and Technology (China)

2. Applications for URC Small grants have been considered. Members of the faculty were associated with 19 applications, which included three multidisciplinary applications. Results should be announced later this month.

3. RQF – a report on DEST’s preferred model was circulated to the faculty on 12 September.

4. MICD – Craig Peden has been appointed Manager Innovation and Commercialisation Development for the faculty.

5. The next round of ARC Linkage grants is now open. Notice of intent forms are due to RSA by Friday 30 Sept and drafts by Friday 28 October. Let David Steel know if help is required.

6. HDR Scholarships: 30 SEPTEMBER 2005 is closing date for submission of applications (Australian Postgraduate Awards, University Postgraduate Awards and International Postgraduate Research Scholarships) to the Research Student Centre (RSC). Referee Reports also due for submission then. Provision of two good referees’ reports is important.

6. **SUB-DEAN’S REPORT**

Dr Geoff Trott reported that:

- the deadline for withdrawals from subjects has now passed and it is no longer possible to withdraw for this session.

- there have been fewer applications for extended internet quota this session and he thanked all staff for their contribution towards achieving the reduction.

7. **HEADS OF SCHOOL REPORTS**

7.1. **SITACS**

Report held over until next meeting.

7.2. **SMAS**

Report held over until next meeting.

7.3. **SECTE**

Report held over until next meeting.

8. **COMMITTEE MEMBERS’ REPORTS**

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

   **Vice-Chancellor’s report**

   1. **Industrial changes:** The Government is taking a hard line on what universities will need to do to get money by conforming to the Government’s requirements on conditions governing employment of staff. A firmly worded letter from the Minister has been received on this, sent to all universities.
2. **VSU:** URAC and the UniCentre have produced budgets for operating following the presumed introduction of VSU. There will be an inevitable reduction in services, however. The University intends to operate under the VSU regime, and not act as though VSU is still there. In response to a question from students, the VC said that the University would try and minimise the effects of VSU, but some reduction in services was inevitable. Welfare and support services will be affected.

3. **Research Quality framework:** The first report from the Government Advisory Group is now available. The University is making submissions that are intended to make the system fairer for the university system as a whole. It is considered that the proposal by the minister to link ARC and NH&MRC funding to the RQF process will be fought tooth and nail by the Vice-Chancellors Committee, and it will be opposed by the University. The Minister's unexpected and late proposal on the ARC and NH&MRC funding is very controversial and the VC considers it has little chance of being implemented.

4. **Medical School:** There are to be new Chairs in nursing and general practice, funded by the state government.

5. **DEST and Teaching and Learning:** Wollongong came top in the DEST assessments. The results will now go to a Government committee, to determine how the money allocated to reward teaching and learning will be distributed. There are admitted weaknesses in the ranking procedure.

**Chair of Senate’s business**

Senate self review. There are items to be implemented following the last Senate meeting, some of these have started. This includes the issue of Faculty representatives on Senate reporting back to Faculties. There have already been some changes in how the Senate agenda papers are handled.

**Report from the Pro VC-R**

On the RQF framework, one issue is the period over which the assessment of research would occur. The proposal is modelled on the UK system--- the “Research Assessment Exercise”. It is considered that the optimal strategy is likely to be to get as many top level ratings as possible, rather than having a larger number of “mixed” ratings.

**Report from the Pro VC-Academic**

The draft report from the audit of the University by AUQA was due the day after the Senate meeting. However, there have already been delays, and another may occur. The University has limited opportunity to comment on the draft. IT issues are under review, especially with a view to minimizing inappropriate usage.

**Members’ business**

Senate was informed that University of Wollongong-trained physiologists are now able to give rebates under Medicare.

**Student business**

Concerning VSU, there was a request for the University to some specific needs for the student body. Discussions are continuing and the intention is that the Working Group will present a report to Council in October. The issues include: office space, supporting publication costs, supporting mechanisms for an independent voice for students.

**Core Function Plans**

The University is under pressure to submit more to external criteria, not just making up our own, in planning. 24.5% of student load comprises international students, and 58% of these are in p/g coursework. There are 2522 off-shore students and of these 1,981 are in Dubai.
8.2. **Faculty of Arts** – Mr P Vial
Faculty of Arts Meeting UniCentre 20/9/05

Report to Faculty of Informatics

The meeting commenced at 1:40pm

The Dean reported:

- Biggest issue is the RQF
- The preferred model had been circulated around the Faculty of Arts
- The Draft model is not appealing and is skewed to the group of 8 universities’ advantage
  - Also all the key implications are not documented in the draft document making it even more difficult to ascertain the universities position
- Brendan Nelson also indicated that the ARC and NHMRC may also be included in RQF which is a provocative action according to the Dean of Arts
- Sub-Dean’s position has been rolled into Associate Dean U/G
- Ann Lear’s period as Sub-Dean had ended and the Dean thanked her for her very significant efforts
- The Faculty planning sequence has started for 2006
  - Faculty planning templates have been sent out
  - There is forward planning for 2006 and beyond
  - It was noted that each year something seems to be added
  - There is an effort to draw up drafts from now to November to be ready for a half-day faculty planning day in December which then feeds into the University planning day in January 2006
- The Faculty’s preliminary budget figures for 2006 are expected to show a modest increase due to some additional sources of income:
  - Research performance has added about $150,000
  - International student load has increased
  - The DEST envelope has increased marginally next year
    - Projected enrollment for DEST (this number excludes international students etc..) is expected to be 1367. This compares to the expectation in 2004 being 1301 and the actual was 1304.
    - This also indicates that U/G enrollment is growing while University overall enrollment is staying fixed.
- The teaching in Hong Kong is going well.
- There was a discussion with Dubai campus CEO of Dubai held a few months ago where the expectation was the meeting would be about upper level masters but in fact they were interested in U/G BA in Dubai! These discussions are continuing.
  - This would involve little teaching from Faculty of Arts staff as Dubai would recruit its own staff the Faculty of Arts would be paid for any intellectual property of any course materials used.
- There was mention that offers of Early Retirement for those over 55 to academic staff are being made (via PVC Operations). This is not a downsizing of staff since if individuals choose to leave they will be replaced so overall staffing levels will remain the same, this has to do with RQF in that the expectation may be that very research intensive and reputable individuals will be head-hunted as replacements.
- One of the staff members was leaving (Cath Ellis) and the Dean wished her well with a round of applause from the floor.
- There were some secondments from the Faculty which the Dean outlined.
- The Dean indicated that there was a chair in English recently advertised (as a response to a question) and the position was being filled using a head-hunting organisation as well as through advertising. Some individuals have been placed on a list and preliminary interviews are done by the Head hunters. The position description for this chair will soon
be finalised (after looking at the list of people provided by the head hunters was the inference but I’m not sure if that’s what the Dean meant)

- The Budget statistics for 2005 was presented with the faculty spending as expected, the forecast for 2006 had salaries 93%, operations 6% and equipment 1%. The operations grant was 7.4 million dollars and the total income for the faculty in 2006 was projected to be 9.3 million dollars

- OH&S issues were raised with a presentation from Cathy Andrews who is the University’s OH&S officer and therapist. She emphasised that the Faculty staff should identify hazards and fill in a hazards form available on the web so these may be attended to. Also if an accident occurs her office should be contacted within 48 hours and preferably immediately even if hospitalisation is required (the University can assist in providing medical assistance early on). Also it was emphasised that all staff were expected to notify students of fire procedures in the event of some local emergency and even now was not too late (though this should have been done in weeks 1 and 2).

**IT Forum commenced here:**

- At this stage the ITS Forum started and Chris Edmonson (plus Donna Meagher and Trevor Gollan) was invited to address the Faculty on the proposed changes to IT support:
  - It was pointed out that the Faculty of Arts, Health and Behavioural Sciences, Law and Science have been highlighted for transition to a new support model
  - This model should lead to better service and security
  - It is a managed desktop environment
  - It will include service agreements
  - This model will move all to a centrally controlled model and a managed environment
  - All central desktops would be moved to a managed arrangement
  - All central laboratories would be also moved to a managed environment
  - There are legal reasons for doing this such as misuse of IT, breaches of copyright (eg illegally downloading and distributing movie content) and the infrastructure needs to be continually changed and updated and to help avoid loss of data (eg three years of PhD)
  - Chris maintained that IT infrastructure is cheaper and better when it’s centrally maintained
  - However, the model to be applied is based on PC/Windows rather than on Apple/MacIntoshes and there are major issues with the cost and configuration issues associated with Apples which means there are major challenges, so the model will be to move forward incrementally ie gradually move to an all PC/Windows model (later he mentioned only timing as the problem in his opinion)
  - What are the benefits:
    - Lower cost
    - Better service
    - Better outcomes
      - Eg fully backed up services
      - Good deal of support and backups to key people on IT
      - Modern machine with no machine on the plan being more than three years old
  - Behind the scenes the University will be more protected and secure
  - All the central information and desktops will in fact be backed up to three different layers
  - Actual data safer from access by unauthorised people who could misuse the data
  - There was a question about personal service, and Chris said the personal service will continue but now front line staff will have backup people such that about 5–10 people will be front line out of a pot of 20 personnel who can support when needed
  - Question was asked about support guarantees? Chris responded we will have spare machines that can replace other machines when needed also the front end machine (could mean desktops) would survive if the backend were to be compromised/ go down.
• It was pointed out that Service guarantee is very important, eg its not satisfactory to have a service down for two weeks during teaching and its effect on assessment tasks

• Chris indicated that if specialised software needed then the model will cater for this just as it already has done so in Administration where this system has already been adopted

• There was a direct question as to why the model does not accommodate Apple computers, and Chris indicated that about 2–3 years ago the split between PC’s and Apples was about 50:50 now its 70% PC’s and 30% Apples/MacIntoshes, this reduction then means that it’s inefficient to support this smaller population in a total infrastructure package (or words to that effect), then secondly he said Apple has moved away from supporting corporate machines in a ‘corporate sense’ eg. the Backup model for Apple opens backend doors that shouldn’t be opened (implying security issues are breached but details not elucidated on). Further he suggested that support costs for the Apple infrastructure is 2–3 times the cost of PC support in today’s dollars

• Chris also pointed out that Apples are 3–5% of the global market share

• Chris then stated that the Vice Chancellor has said that no Faculty will be worse off than they are now – some guarantee to that effect has been given

• A question was raised about the cost of ownership, especially in retraining individuals in using PC/Windows and Chris said the answer to this being costed was ‘yes’ and ‘no’, it ‘comes out in everything’ (I have no real idea what this meant other than it appears individuals will wear much of the cost in terms of time)

• Chris indicated that the current model was a 3–4 year lifetime model and that machines are then specified equipment wise (memory etc..) so they are expected to be capable of all software updates over the expected period of the machines life, presumable getting better specified machines than are needed at the time of purchase.

• There was an undertaking given that they would do nothing to undermine or reduce the ability of the academic staff to carry out their duties, but it was not clear who this undertaking was given to?

• Chris then mentioned that SITACS had machines which they pulled apart and put together again and that they would not fall under the management model and in fact Chris did not want to do anything with these.

• Machines such as the SITACS machines and other special purpose computers would fall outside the model but they would be supported where possible, ie he said they could provide management facilities for these machines (I guess like Backup)

• Chris indicated that they (ITS) want to ensure that the underlying technology supports the academic process

• Chris then admitted that we probably ALL will be going to PC’s, ie this is an expected outcome of the process and its only a matter of timing. However he wanted people to see a successful PC model working in their Faculty before this occurs.

• Chris then said that if there was a fundamental need to keep Apples he would willing eat his words on this!

• One questioner then indicated that the personal cost will be largely unseen and resistance to change to PC will come through ‘frustration’ by staff

• Chris responded that Admin had gone from two thirds Apples to PC’s so they had seen this process before

• Another member of the Faculty indicated the move to PC is challenging to do but also requires ongoing assistance to which Chris responded this would be provided.

• Then it was asked who would provide support on a PC at 9pm at night from home when a document that used to be on a Apple needs to be ported to a PC? There really was no response to this. At this stage it was clear that a major issue is the conversion of Apple documents to equivalent PC documents (such as older works produced on the Apple and used in research). This conversion of possibly thousands of Apple files needed
for conversion to PC/Windows. The big issue here was who actually does all this conversion???

- **Chris then asserted that the DECISION had been made to move to a PC managed desktop environment, only timing is left to be determined** (the Dean later indicated that this was not so and that negotiations were still occurring on this managed desktop proposal)

- Trevor then indicated that the PC/Windows process had been done with 15 computers in the Aboriginal Education Centre where manual interventions were needed to convert documents and this was done where needed.

- One member of the faculty indicated that he was teaching the history of computing and actually needed legacy Apple systems because he had specialist software that only would run on Apples and Chris responded such machines (which they were seeing in Science) would become specialist machines under the management model.

- At 3:25pm Chris, Donna and Trevor left the meeting

- The Dean then re-affirmed that despite Chris indicating that the decisions had been made negotiations were continuing and many of the issues raised had been raised at these negotiations

- Other issues raised by Dean on the managed desktop model were:
  - Still not fully costed
  - Still personal aspects, ie IT people you know to ones you don’t
  - Its not a certainty yet that this model will be adopted
  - Crazy aspects of the plan will be resisted

The Dean then mentioned the Workloads committee and that it was one to two meetings away from a report

There was mention that P/G scholarships were due at the end of the month and that applicants needed a supervisor with a proven research record and need to be in one of the Faculty’s research strengths.

There would be a review in research strengths (mid period review) and that the RQF model review period is 2002-2006 (so there is a push to try and get strong researchers in the University), the review is then 2007 and the consequences (funding) is decided in 2008, this review will be done with nominated researchers from each university and their performance rated which indicated that we can pick the candidates put forward for this and so can the Group of 8 Universities who had generally more staff. It was also noted that there would be no reporting of RQF so individuals could be identified, with 5 or more involved in the nominated group. It was also noted that the panels are disciplinary based. It was then noted that about 15% of the Faculty’s overall budget was affected by research RQF process and also Postgraduate funding may be linked to outcomes. Hence it is expected that the Group of 8 will do well in the scheme to be implemented.

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

**8.4. Faculty of Creative Arts** – Mr D Saffioti
No report.

**8.5. Faculty of Education** – Dr P Doulai
No report.

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

**8.7. Faculty of Health and Behavioural Sciences** – Dr K T Win
No report.
8.8. **Faculty Law** – Mrs H Tootell
No report.

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

8.10. **University Research Committee** – Prof D Steel
Reported under Item 5.

8.11. **Faculty Research Committee** – Prof D Steel
Reported under Item 5.

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

8.13. **Faculty Education Committee** – A/Prof F Naghdy
Reported under Item 9.

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

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

8.16. **Internationalisation Committee** – A/Prof G Williams
Congratulations to those in the Faculty who have been awarded International Linkage Grants. They are:
- Eryk Dutkiewicz and Xiaojing Huang (Informatics): Expanding research collaboration between the Chinese Academy of Sciences and the University of Wollongong.
- Philip Ogunbona and Wangqi Li (Informatics): Human motion analysis and recognition for video surveillance.
- Huazhong University of Science and Technology (China)
- Salim Bouzerdoum (Informatics): Joint research/teaching program between SECTE and Galilee Institute.
- David Steel and Robert Clark (Informatics): Joint research programme in survey methodology with Manchester’s Centre for Census and Survey Research.

A very good result considering only 16 grants were awarded across the University.

8.17. **Faculty WAC Committee** – Ms S Dewhurst
**Faculty Plan KPIs and Other**
- In order to set baselines for KPSs such as hazard reporting, lost hours, manual handling injuries, COGNOS familiarisation session organised.

  This session indicated significant problems with the data. Discussions with the OH&S Unit resulted in taking their advice to wait until the COGNOS data is cleansed and uploaded – sometime in November.

- Workplace inspections: Plans and space data acquired from B&G; working party to be formed with building-specific membership to identify and conduct workplace inspections in high risk areas initially, such as labs, workshops etc.

  May look at rolling in audit of lifting and moving equipment, such as trolleys etc.
- Mandatory OH&S modules identified and advised to those staff not yet trained, along with training dates.
- OH&S Addendum checklist has now been devolved to SECTE OH&S Committee with that group yet to hold its inaugural meeting.
• OH&S FAQ, amongst other items, speaking to the non-medically prescribed medication policy, now on the web.

• UoW-sponsored flu shots memo, with attached list of other Australian Universities providing the same service, constructed and sent to the OH&S Unit and ARD, with a copy to the UoW OH&S Unit group representative, Ian Laird. Response received from ARD stating they had forwarded the memo to the OH&S Unit. No response received to date from the OH&S Unit.

8.18. Wollongong University College – Mr Glenn Bewsell
Committee met on Thursday 11 August, 2005.

• Draft Guidelines for delivery of UOW/WUC Programs by ITC Offshore were tabled for comment.

  Note: Glenn Bewsell is coordinating a faculty response to the draft guidelines. The draft guidelines have been distributed to each Head of School and the International Unit Manager within the Faculty of Informatics for comment.

9. BUSINESS FROM THE FACULTY EDUCATION COMMITTEE – 25 AUGUST, 2005

9.1. Items Discussed at Meeting

Offshore ILIP and Library Services: Craig Littler, Remote Services Manager, and Lynda Kriflik, University ILIP Coordinator, attended and outlined the results of recent reviews of library services for offshore teaching:

• The Library has recommended that a statement regarding library services be included in future offshore contracts to the effect that partner institutions are responsible for the local service and UOW will provide supplementary electronic services.

• An Offshore Course Library Services Checklist has been produced. It is a guide on library issues to consider when offering courses offshore and is designed to complement the formal UOW course approval forms.

• A CD Rom has been produced and distributed to all offshore students to address the finding that offshore students are unaware of the resources available to them. The CD Rom includes information about email, SOLS and other electronic resources.

• ILIP has been reviewed for both onshore and offshore applications, and a trial of the new program will commence within the next few weeks. It is more generic, making it relevant for all onshore and offshore locations, but more challenging. It now includes introductory modules on databases, finding information, evaluating information and plagiarism. The Statistical Literacy modules are also being revised.

Quality Review Framework: FEC discussed the framework and the course and subject review guidelines, noting that a five-year schedule of course and subject reviews needs to be developed and documented. A request will be sent to School Education Committees for assistance with this process.

SITACS degree revisions: The fast-tracking of major degree revisions for undergraduate and postgraduate SITACS degrees was foreshadowed and discussed.

Review of BIST degree: After discussing the quality review framework and recommendations made by SITACS, FEC agreed to recommend to the Dean (as per the course review guidelines) a review of the BIST degree.

Feedback to University working parties: FEC briefly discussed matters regarding the review of grades of performance, submission of late assignments and the special
consideration process, with feedback to be provided to University working parties currently reviewing the matters.

9.2 Subject Revision – ECTE171
SECTE wishes to revise the subject name of ECTE171 Introduction to Signals and Systems, to more accurately reflect the subject content.

The proposed subject name is Introduction to Electrical Engineering Systems.

There is no change to subject content.

**Resolution FAC05/31**
*It was resolved to approve the subject name revision for ECTE171 from Introduction to Signals and Systems, to Introduction to Electrical Engineering Systems, effective from 2006.*

9.3 Subject Revision – MCS9205
SITACS wishes to revise the subject content and learning outcomes (objectives) of MCS9205 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.

The revision to CSCI205 was approved at the last FEC meeting.

**Resolution FAC05/32**
*It was resolved to approve the revision to subject content and learning outcomes for MCS9205 – Development Methods and Tools, as outlined in the attachment to the agenda, effective from 2006.*

10. Business from the Faculty Research Committee
There was no business from the Faculty Research Committee.

11. Faculty Plan Update
11.1 Faculty 2005/06 Strategic Plan
To note that the first quarterly progress reports have been collated and distributed to the various responsibilities. A summarised version was tabled at the meeting and will be displayed on the Faculty’s web page.

The second quarterly report is due on 30 September.

12. Any Other Business
There was no other business.
13. **DATE OF NEXT MEETING**
   The next meeting is scheduled for 24 November, 2005.

Signed as a true record

Professor Joe Chicharo Chair

Ref: FAC.05/2005
Kim Oborn