UNIVERSITY OF WOLLONGONG

FACULTY OF INFORMATICS

Minutes of Meeting No. 1/2006 held on Thursday, 9 March, 2006
at 1:30pm in Faculty Meeting Room, 39.150A.

PRESENT: Prof J Chicharo (Chair), Dr J Abrantes, Dr G Alici, Prof S Bouzerdoum,
Mr T Browne, Prof R Chambers, Dr A Chatfield, Dr G Cox, Dr P Davy,
Mr J Donohue, Dr M Edwards, Mr J Fan, Prof J Fulcher, Dr J Goard, A/Prof N Gray,
Prof D A Griffiths, Dr C Gulati, A/Prof T Herrington, A/Prof P Hyland,
Dr I Kharitonenko, Mr A Krishna, Dr Z Li, Dr J McCoy, A/Prof T Marchant,
Ms A Meldrum, A/Prof F Naghy, Dr M Nelson, Dr P Nickolas, A/Prof R Nillsen,
Dr A Porter, Dr P Premaratne, Ms M Ros, A/Prof K Russell, Prof J Seberry,
Dr J Shen, Prof D Steel, A/Prof W Susilo, Mr W Tibben, Ms H Tootell, Mr P Vial,
Dr K Ward, A/Prof G Williams, Dr S Wilson, Dr K T Win, Dr A Worthy A/Prof J T Xi,
Dr T Xia, Dr J Yan, Dr P Yu, A/Prof M Zhang, Dr Z Zhou and Dr S-P Zhu.

IN ATTENDANCE: Ms K Oborn, Ms S Dewhurst, Ms J Johnson and Ms A Panetta.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from A/Prof I Burnett, Prof E Dutkiewicz, Mr M Elder, Mr G Ellmers,
Dr W Li, Dr Y-X Lin, Dr R MacGregor, Prof P Ogunbona, Dr Son Lam Phung, Dr I Piper,
Dr B Wysocki, A/Prof T Wysocki, Dr L Ye.

It was noted that, Prof M Bunder, Dr P Doulai, Prof A Ghose, Dr X-P Lu, A/Prof Y Mu, and
Dr C Ritz are on study leave.

1.2. Confirmation of Minutes from previous meeting held 24 November, 2005
The minutes from the previous meeting, held 24 November, were confirmed as being a true
and accurate recording. (Moved A/Prof K Russell; seconded Prof J Fulcher.)

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

2. STARRING OF ITEMS FOR DISCUSSION

2.1. Starred Items
The following items were starred for discussion:
4. Dean’s Report
5. Associate Dean (Research) Report
6. Associate Dean (Academic) Report
7. Heads of Schools Reports
8.1. Academic Senate Report
11. Faculty Plan 2005–06

2.2. Unstarred Items
All unstarred items were endorsed.

3. CEDIR PRESENTATION
Dr Ric Caladine gave an overview on the types of assistance CEDIR can provide to Faculty staff for
teaching and learning purposes. He showcased five different projects produced in 2005 by CEDIR
for Faculty staff.
Ms Sarah Lambert advised the meeting that the previous process of calling for applications for CEDIR assistance has been replaced with the Faculty Service Agreement Expression of Interest Form pre-populated with criteria agreed to at meetings with the Dean and Heads. EOI will still be ranked through the Faculty’s Education Committee as per past practice. Attendees were encouraged to complete these forms and lodge them asap.

4. **DEAN’S REPORT**

**Congratulations**

Prof Chicharo reported that:

- A/Prof Fazel Naghdy has assumed the role of Associate Dean (Academic) which also subsumes the Sub-Dean role. Prof Chicharo welcomed A/Prof Naghdy on behalf of the Faculty.
- Dr Geoff Trott has vacated his role as Sub-Dean and returned to the School of Electrical, Computer and Telecommunications Engineering on a full-time basis, pending his retirement later in the year. The Dean thanked Dr Trott for his outstanding effort and commitment as Sub-Dean.
- Ms Kim Oborn will be taking up a six month secondment to the Education Faculty; Ms Julia Johnson will move into Kim’s role for that period and bring some International Unit work with her.
- EO Online completion rate for the Faculty is now 97%, the highest of any Faculty and achieves the KPI in the Faculty Plan of 90% by March 2006.

**Staff**

The Dean reported that:

- a number of new staff have commenced in the Faculty since last meeting and welcomed them on behalf of the Faculty. The Heads of Schools to give more details in their reports.
- a new Faculty Workload Reference Group is to be formed under the terms of the new EBA (s.24.5), replacing the existing Faculty Workload Committee; a call for nominations is current and closes Wednesday, 15 March.
- two Chinese Culture and Language workshops have been organised specifically for Faculty staff and all staff are encouraged to attend; Academic workshop scheduled for 25 May; General staff workshop 26 May.

**Activities**

Prof Chicharo reported that:

- the Faculty has been focussing on student recruitment activities.
- the recent HDR Welcome Day was a success with 12 students attending (9 SITACS, 1 SECTE, 2 SMAS).
- the very successful Enrichment Program will be run again in 2006 but in a different format from last year. A brochure is currently being developed for marketing purposes.
- UniAdvice is looking to standardise timing and marketing across all Faculties offering Early Entry; early advice is Early Entry interviews are scheduled for 28 or 29 September.

**Other Campuses**

Prof Chicharo reported that:

- all off-shore programs, apart from Dubai, are growing in numbers.
- SIM initiative in Singapore already has 60 students enrolled; two additional major recruitment drives are planned. The Dean thanked A/Prof Willy Susilo for his efforts in coordinating the SIM program. The Dean noted that SIM is a very professional outfit who had nothing but praise for the work Willy has performed for the program, including hand-picking tutors.
• Hong Kong University of Science and Technology is to come online in April.
• there are presently around 400 students in the China program. The Dean thanked A/Prof Jiangtao Xi for his work (whilst on study leave) in organising the smooth operation of the China program.
• the Indonesian market has potential for the Faculty and will become a focus.

**Students**
Prof Chicharo reported that:
• UG domestic enrolments at main enrolment were 27% down on quota; more work was carried out and after late enrolment, Faculty now 16% down on quota.
• the High School leavers market is declining, now nearly 1/3 of that in 2001 (4.32% as against 10.17%); our share of the market has grown over the years from 8.2% to 12.33%.
• BIST is 26% down; SECTE is 25% down; SITACS is 24.5% down; SMAS is 44% up.
• Main courses of concern are BE, BICT, BIST.
• International enrolment is 23% down on the same time last year: Postgraduate enrolments are down, particularly in SECTE courses and in MIT, however, MICT is up 30%.

**Budget**
Prof Chicharo reported that this year’s budget is locked down, however low student preferences bode badly for 2007.

**Other**
Prof Chicharo reported that:
• the IT/IS Review is currently underway and expected to conclude in July 2006; a significant effort has been put into this review by Prof Philip Ogunbona and A/Prof Peter Hyland.
• supporting documentation is currently being produced for the Faculty’s disaster recovery plan as part of the BCP; a disaster walkthrough is scheduled for April 2006; Leah Roulstone, BCP Manager, will be conducting staff awareness training for all Faculty staff via School meetings.
• the Space Utilisation Project is currently underway; office utilisation is also within the scope of the project but no public statement on how this will be audited yet; only exceptions to this project are ITC, UniCentre and URAC. The audit process will continue to be conducted fortnightly, once per hour, between 8:30am and 8:30pm. Project coordinator, Mr Tom Hunt, has promised to deliver a 2% space saving, which is equivalent to $6.5m or a complete building.
• the Research Information System is being driven by Prof Margaret Sheil. The scope of the project led by Mr Bob Cole, is to map research data requirements, and recommend the implementation of a new integrated research information system; approval received for implementation of Stage 1 (publications) by July this year; the specifications document is currently being evaluated.
• **Web Development Project**
Ms Solveig Dewhurst gave an overview of the project and reported that:
• the Faculty’s concerns paper was lodged with a subsequent meeting held between Faculty’s working group and HoS, CMS project team and external service provider.
• staff intranet portal prototype developed and to be demonstrated to web development group next week; most of the current UoW *For Staff* page(s) to be migrated to this intranet.
5. **ASSOCIATE DEAN (RESEARCH) AND FACULTY RESEARCH COMMITTEE REPORT**

Prof David Steel reported that:

- applications for ARC Discovery grants closed on Friday 3 March – 25 applications were submitted from the Faculty; thank you to those who wrote or reviewed an application.

- at the recent University Planning Day, the Vice Chancellor advised that Linkage grants and the University’s international profile are to become a focus in an effort to be included on international ranking lists.

- Research Supervisor Workshops are being conducted and all supervisors should consider attending.

- Prof Lee Astheimer, PVC(Res) has released an RQF model; there will be a lot of work involved with the main considerations being the mapping of groups to be assessed, and the formation of a high level steering committee which will be at the DVC and PVC level; deadline for assessment is April 2007.

- the publication outputs period for this RQF is 2000–2005 (covering quality and impact) and noted that UoW would conduct a dummy run with external assessors prior to June 2006. Prof Steel also pointed out that two-thirds of university research funding would be tied to this assessment in the future. Prof Steel reminded staff to consider future publications in light of this initiative.

6. **ASSOCIATE DEAN (ACADEMIC) REPORT**

A/Prof Fazel Naghdy reported that:

- the issue of funding has already begun to impact on teaching.

- student surveys were introduced in 2005; every student to complete an online survey at the end of each academic year. The response rate is currently only 8% campus wide; strategies to be put in place to increase the response rate as funding will be affected by the responses. A/Prof Naghdy gave an overview of the FEC’s Subject Delivery Review proforma and how it correlated with Student Satisfaction Survey.

- FEC is working towards improving quality of teaching and student satisfaction. A/Prof Naghdy gave details on funding opportunities for providing quality teaching and learning. A meeting has been scheduled for 16 March at 3:00pm in the Faculty Meeting room 39.150A to discuss in-depth the various funding opportunities.

- UoW received $5.1m for the purposes of improving the quality of teaching and learning. Of this, $2.1m is to be spent over the next three years for this purpose. The remaining $3m has been allocated to the Library.

7. **HEADS OF SCHOOL REPORTS**

7.1 **SITACS**

A/Prof Peter Hyland reported that:

- there have been a number of staff movements since last meeting:
  - A/Prof Rob Macgregor and Dr Jun Yan commenced with the School in 2005; Dr Yan has been awarded an APD and will be taking up this position with Dr Tim Coltman in six months’ time. Dr Coltman has also been awarded an APD which started in February. Dr Yan and Dr Coltman will be replaced by Diana Kuo and Ajith Abraham.
  
  - Mr Adrian Collins, Mr Omar Garcia and Ms A Fuller left the School at the end of session 2, 2005;
Dr Jun Shen, Dr Akemi Chatfield and Mr Aneesh Krishna joined the School during session one, 2006.

new tutors, Mr Eric Rayner, and Mr Aniruddha Dasgupta have joined the School this session, replacing Anne Fuller and Daniel Saffioti temporarily.

- two new degrees have been introduced by the School commencing this session: Master of Computer Science (Adv) and MICT (Adv). These two-year degrees are proving to be popular with a large number of students transferring into them.
- further reviews of existing degrees to be conducted in 2006.
- a three year BIT degree is to be introduced.
- Chief Information Offices Council, the sole education provider for NSW, has approached the Faculty for large numbers of Postgraduate Coursework students. A revision of MIT Management will be conducted to capitalise on this.
- half of the School is currently involved in the IT/IS review. The School's Degree mix has been revised for this purpose.

7.2 SMAS – A/Prof G Williams

A/Prof G Williams reported that:

- Professor Ray Chambers, Chair of Statistical Methodology has taken up his position in the School; a welcome on behalf of the Faculty was extended to Ray.
- Dr Murray Elder, who is on a six month contract with the School, gave a great seminar in the Faculty last week.
- A/Prof John Rayner has left the university to take up a position at Newcastle University. He has been replaced by Dr Robert Clarke who was working part-time for the Faculty and part-time for the Centre for Statistical Methodology. Robert’s position will be filled later in the year with funding from the Centre, including a large contract from the New Zealand Ministry of Health, attracted by Prof David Steel and Dr Robert Clark.
- Nimalendu Chaudhuri will arrive in mid-July to take up the position in Pure Mathematics.
- Maths enrolments in 2006 are up 44%; however there were only 10 enrolments at Loftus, which is disappointing. There were seventy four new enrolments in Maths degrees for 2006, which goes against the trend across the country.
- the successful Maths Teacher's Day will be conducted again in 2006 and tentively scheduled for 27 June: flyers advertising the event will be distributed soon.
- the Maths library (equivalent to two office spaces) has been reallocated to Julie Steel in Health & Behavioural Sciences. The School now has reached its limit for space with no room for anymore staff or students.
- the Horner Lab has been refurbished, thanks to the Faculty office and technical staff; the School now has its own server system and a back-up system.

7.3 SECTE – Prof A Bouzerdoum

Prof Bouzerdoum reported that:

- two new staff members joined the School recently: Ms Montserrat Ros and Mr Tim Browne; both were welcomed to the Faculty.
- Professor in Power Engineering: Danny Di Santo is expected to take up his position in early May.
• the computing support position has been advertised for the third time and 54 applications
  have been received; short listing and interviews will take place at the end of this month.
• the School is struggling to find space for the three new staff members.
• Dr Geoff Trott has returned to the School on a full-time basis but will be retiring at the end
  of this session.
• Dr Christian Ritz and Dr Parviz Doulai are on study leave during Autumn session and
  A/Prof Golshah Naghdy, A/Prof Fazel Naghdy and Prof Farzad Safaei will be taking study
• SECTE received a certification of Appreciation from the Prime Minister’s Awards for
  Excellence in Community Business Partnerships 2005. The Power Quality Reliability
  Centre with Integral Energy nominated for the Special Award Category of Longevity.
• 14 ARC applications were submitted from the School: congratulations to everyone.
• Chung Le Tran, A/Prof Tad Wysocki’s former PhD student and working with Wireless
  Technology Lab, won an Alexander Von Humboldt fellowship to spend a year in Germany
  working with Prof Alfred Mertins.

8. **COMMITTEE MEMBERS’ REPORTS**

Representatives are requested to submit their reports to the Executive Officer for distribution no later
than 24 hours prior to the meeting date.

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

Dr Anne Porter gave a verbal report on the last Senate Meeting:

• AUQA report will be out on Wednesday 22 March 2006.
• Information will be forthcoming on retention of records.
• ESDF funding application deadline is 24 March 2006, with an additional call for
  applications on 15 April. $600,000 will be available in 2006, $900,000 in 2007 and
  $600,000 in 2008.

**Report on last Senate meeting**

1. **VC’s report.**

The Government awarded funding for teaching and learning in 3 categories: the top 5 got $1m
each, then in proportion to student load; then a lesser amount for the next 9; then $0 for the
remainder. The University has received a total of $5.5m. Of this $3 million will go to the library,
leaving about $2m that will be spent over the next 3 years on teaching projects. So, please
bear in mind that it seems there will be funding to apply for in relation to teaching and learning.
Considered to be a very good outcome for the University.

Lynne Wright will be seconded form the library to take up Robyn Weekes’ position in EED,
when Robyn leaves.

It is anticipated that 3-4 new buildings will commence construction at the Innovation Campus
this year. Two of the University’s research teams will go there, freeing up some lab space on
campus here.

The HEWRRS money, to be paid to the University as part of a workplace agreement
acceptable to the Government, was retained. The VC attributed this to cooperation between
the University and the Union, and to the work of staff in Admin who negotiated agreement with
DEST.
Stage I approval has been obtained for the medical school. Student intake is anticipated for 2007. New buildings are to be finished by June-September this year, at both Nowra and Wollongong.

AUQA’s report will be released in 1 week. A report is anticipated in the HES in the Australian next week.

Many regional universities are down in their enrolments. On the domestic front, UoW is considered to have done well overall in the face of a lower national demand, as we have come in on quota. On international students, we have not done as well, as enrolment is down 7% on 2005 and is the same as 2004. Informatics is down across the country, down 10% at Wollongong, but other places are considerably worse. Lower enrolments in informatics and business seem to be a trend around the world this year. The VC thinks, however, that informatics demand is cyclic, not a permanent trend.

The VC is impressed favourably by the new Minster, Julie Bishop, who seems to have genuine interest in higher education. There will be no changes in the industrial relations or VSU situation however, as these are decisions made already and in any case are set by cabinet. However, the minister may be able to get more money through the RQF exercise, and maybe in general funding.

Implementation of the RQF may ‘slow down’ under the new minister. The ‘Go8’ universities now oppose the RQF, as it would mean a lot of administrative work but no real redistribution of funds in their view. Some universities favour one part of the funds allocated on ‘quality’, another part on ‘impact’, and so does the VC. The issue of ‘quality’ versus ‘impact’ seems to be the main source of disagreement over the RQF at this stage.

There is a new Chief Scientist appointed by the Government but unfortunately the position is only part time.

The University is looking for a new Dean of Commerce.

2. Chair of Senate’s report.
Special items for Senate discussion this year will be academic integrity and session dates—the latter seem to have caused quite a bit of discussion and a few problems this year. Once the AUQA report comes out, Senate will play a role in responding to it. There is one extra meeting of Senate this year where academic issue can be discussed. It is anticipated there will be a Michael Birt debate later this session.

3. Report from DVC (R).
Professor castle reported that the AUQA report on the UoW will be released in one week. A report is expected in the HES in the Australian next Wednesday. The report will contain commendations, affirmations and recommendations.

The University will be aiming to get awards or ‘citations’ from the Carrick Institute for teaching projects, especially as it has not done so well in the past with these awards.

4. Members’ and student business.
The Science Faculty is looking at distinguishing between ‘crimes’ and ‘misdemeanours’ in relation to plagiarism. This is because of a perceived need to streamline processes in relation to plagiarism.

There was discussion of parking in Northfields avenue. The underlying issue is whether more parking is created by marking the parking places, or whether it is better to do nothing.
5. Other items.
Some elections were held. The statement on Senate values was adopted, but there may be some further revision. The suggestion was made that the extent to which the values were adhered to should be measured.

8.2 Faculty of Arts – Mr P Vial
Report for 28 Feb 2005

The Dean reported that:
• Enrolments as at 17 Feb 2006 were marginally higher in EFTSU compared to 2005 – in 2005 they had 1339 whereas 17/2/06 they had 1363
• Looking at the figures there was in fact a slight decline on first year enrolments since in 2005 there had been 572 whereas in 2006 there was 555
• The increase has occurred in the 200/300 level enrolments which means that the later year classes will have the larger student numbers
• This is due to an increase in Arts retention levels which has also extended into post graduate numbers, ie the directed strategy in the faculty plan is showing evidence of the planned outcome (not to the desired amount but a pleasing level)
• It is concerning that 900 level full-fee students have fallen from 15 EFTSU to 11 and also the study abroad programme is slightly lower compared to 2005 by 5%
• The distribution between schools has not changed very much compared to faculty average
• It was interesting to note that in December and January there seemed to be a fall off in interest in Arts but the take-up rate of offers was higher than expected or is typical
• At one stage there was talk of having a mid term intake in Arts but now there appears to be no need for this
• Across Campus pattern of enrolment is on target however there is a problem in Informatics which has experienced a significant fall in enrolments and also a fall off in the Sydney Business School; on positive side is that Engineering has reversed their overall trend and numbers have increased significantly
• Medical School has been accredited in 2007 and will have a serious effect on Arts
• Some indication that the person offered the position of Professor of English will actually accept the position and there were 18 applications to Cyber culture and an International Relations positions advertised
• There was an advertisement for a project officer largely externally (from faculty) funded which will now sit within the faculty of arts rather than creative arts (Dean was ambivalent on its location)
• There was an indication that French and Languages would be reviewed by John Patterson and so discussions of replacing leaving staff have been put on hold.
• A review of philosophy has been conducted and recommendations were presented
• Finance was at about the same level as 2005 and was in good shape however early retirements may cost the faculty as 50% will come from faculty budgets
• Sharon Beder has resigned in order to concentrate on her many book contracts and will be available from Bateman's Bay from time to time as a Professorial Fellow

RQF situation was covered

Workloads were discussed. The Dean revealed that Henri Jeanjean would be the first to fully publicise his work load for all to see and comment on. The plan is to have full revelation of every individual’s workload agreement in detail. The University is apparently running a pilot study to see if actual workloads can be measured and the eventual plan is to fully publish all workloads planned and actual. No indication of how this would be implemented and Faculty of Arts is apparently leading the way in this endeavour.
The Dean then indicated he would be on leave for 6 weeks as of next week and Adrian Vickers would be Acting Dean.

8.3 Faculty of Commerce – Dr P Yu
Meeting: 7 March, 2006

Acting Dean Professor John Patterson announced the start of ‘staff development survey’.

The process of selection of Dean of Commerce is progressing. Three candidates are in consideration and will be interviewed in March.

The overall domestic enrolment in Commerce Faculty has dropped 5% in 2006. The major drop occurred at Shoalhaven and Loftus Campuses. However, there is a 14% increase in postgraduate enrolment in international students.

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
- Engineering is to commence a new degree in Engineering Asset Management.
- Efforts are underway to increase student computer lab space in Engineering.
- Existing labs are to be increased and Room 1.105 is to become a computer laboratory.
- Engineering enrolments are up 13.2% on 2005 to everyone’s delight!
- UOW is now getting 11.4% of NSW engineering enrolments.
- Next Faculty of Engineering meeting will be 11 April 2006.

8.7 Faculty of Health and Behavioural Sciences – Dr K T Win
HBS faculty meeting, 24-02-2006

Interim Dean reported that Information and Discovery days for the faculty were successful. HBS has restructured to be as 4 schools to align with the School of Medicine. As it was announced earlier, accreditation of Medical School stage 1 has been completed. The building for the medical school is targeted to be ready by August 2006.

Space audit will be conducted in week 2. Staff members responded regarding OHS requirements for those who will be conducting. HBS has suggested Mr. Tom Hunt (Audit Project Manager) to contact lists of staff that should be contacted for research labs, centre, groups, rooms etc. And the process has started.

Student enrolment
HBS faculty is slightly over enrolled and has attracted good level of students with good UAI. Enrolment number is 490.

Chair for the faculty research committee announced that there will be a 1 week extension for faculty internal grant. Faculty research newsletter is going well. Research Information System will be going to roll out soon with publication and grant information. It is emphasised that supervisors for HDR students should attend the supervisors’ training. They will organise a faculty specific supervision training as well.

Chair of workplace advisory committee has stressed the needs of fire wardens for every floor of the building. There were discussions on briefing to tutors for fire evacuation.
Trevor Gollan from ITS has attended the HBS faculty meeting and will be regularly attending for faculty IT support.

Student Services Centre at HBS is well received and there were over 727 enquiries in 2 weeks.

8.8 **Faculty of Law** – Mrs H Tootell  
No meeting since 2005.

8.9 **Faculty of Science** – Dr W Susilo  
**Research Matters**  
**Research Quality Framework Committee**  
Faculty of Science has formed a Research Quality Framework Committee that consists of: Dean, all directors/coordinators for research groups and institutes.

There was some discussion regarding the re-bidding of CRC.

**Student Matters**
- There will be some wide reviews on special considerations. It was noted that some students are not aware of special consideration, meanwhile some of them use the special considerations in all occasions. Some surveys will be conducted in the Faculty of Science.
- There was some discussion on having a “Faculty stamp” to indicate if a student has consulted an academic before he/she is allowed to enter his/her subjects on SOLS. This is to avoid “redundant” work for lecturers during the enrolment whilst students just ignore and enter whatever they want in SOLS.
- There was some suggestion for having some mentor systems for supporting students.

**Faculty Matters**
- Faculty Workload Reference Group is formed to replace the Faculty Workplace committee. Academic staff representative will be nominated by the academic staff via election. The other members to include the Dean (or the Dean’s nominee) and the HoS or Associate Deans.

8.10 **University Research Committee** – Prof D Steel *(Dealt with under item 5)*

8.11 **Faculty Research Committee** – Prof D Steel *(Dealt with under item 5)*

8.12 **University Education Committee** – A-Prof F Naghdy *(Dealt with under item 6)*

8.13 **Faculty Education Committee** – A-Prof F Naghdy *(Dealt with under item 6)*

8.14 **Library Committee** – Mrs H Tootell  
No meeting since 2005.

8.15 **Report from the Faculty Librarian** – Ms A Meldrum  
Nothing to report for this meeting.

8.16 **University Internationalisation Committee** – A-Prof G Williams  
No report

8.17 **Faculty WAC Committee** – Ms S Dewhurst  
No meeting since 2005.
8.18 Wollongong University College – Mr G Bewsell
Nothing to report for this meeting.

9. BUSINESS FROM THE FACULTY EDUCATION COMMITTEE – 2 FEBRUARY, 2006
   Items Discussed at Meeting

QUALITY101 Working Party
The guidelines for the 2006 ESDF have not yet been finalised and issued. The Working Party has
completed one ESDF application and has completed the background work for submission of another
three.

Subject assessment and evaluation systems need to be looked at as the University system is not
picking up the issues in relation to failure rates in first Year Computer Science subjects.

There was discussion on the review of ECTE subjects and the decreased failure rate in ECTE191.
The Chair suggested this be investigated and used as an example for other subjects.

Tertiary Literacies Integration Working Party
ECTE mapping is almost complete. ECTE171 is receiving Library and Learning Development
support. ECTE350 is on track. The Working Party is still waiting on SiTACS and SMAS mapping
information.

Quality Review Framework – Course Review
SECTE is in its fourth year of the course review process. Once the process is completed, the School
will commence preparation for the accreditation of its courses.

SMAS aims to achieve accreditation with the Australian Mathematics Society for all its Maths
degrees in 2006.

SiTACS has been asked by ACS to introduce a new subject into the Bachelor of Computer Science.
The School also conducted a major revision of the Bachelor of Computer Science in 2005 and is
proposing a major review of the BICT in 2007. SiTACS is looking at the introduction of a new
degree, the Bachelor of Software Engineering, as well as advanced degrees.

The Chair expressed the desire to have a timetable of course reviews across the Faculty drawn up,
which would form part of the Faculty’s reporting to the University.

Discussion also arose on:
   • Involving the FEC in the oversight of the BIST degree, and
   • Maths Enabling, which was trialled in 2005 and has approximately 20 students enrolled this year.

Subject Review – Subject Delivery Review Proforma and Compliance checklist for Teaching
   and Assessment
It was noted that quality assurance processes are conducted when preparing subject proposals but
this may not be followed through with the delivery of these subjects. Hence, the Subject Delivery
Review Proforma gives a good summary of how a subject is delivered, with a checklist to remind
subject coordinators of what to do at each stage of delivery.

The Chair proposed that the Proforma and checklist be implemented for a one year trial within the
Faculty. The Proforma to incorporate changes to course coordinators and other changes from the
last implementation of the subject.

Other amendments made to the Proforma were:
   • At question 3, instead of including the list of courses, it was suggested that subject coordinators
     simply be instructed to add the course code and the number of students in each course (from
     SMP).

It was also suggested that a second assessor be required to sign off on the Compliance Checklist
and that the tick box regarding disabilities be moved to the “Closure” phase.
The forms be kept within the Schools and copies given to the Faculty. There was also discussion on the option of electronic storage of the forms, for example in a database.

**Resolution FAC06/01:**
*To approve the recommendation that the “Subject Delivery Review Proforma” and “Compliance Checklist for Teaching and Assessment” procedures be deployed by the Faculty for a one year trial and experimentation, concluding December 2006.*

**SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING**

**SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE**

**SCHOOL OF MATHEMATICS AND APPLIED STATISTICS**

There were no items from the Schools.

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

No business received.

11. **FACULTY PLAN 2005–06** *(Attached)*

The Dean reported that:
- The Faculty Plan is steady and focussed, but can be altered if necessary. A robust and focussed planning process is now in place.
- Summary reports have been distributed.

**Resolution FAC06/02:**
*To approve the Faculty Plan 2005–06 subject to incorporation of feedback received from the Faculty Executive Committee, and from the Faculty.*

Moved A/Prof Graham Williams; seconded A/Prof K Russell.

12. **ANY OTHER BUSINESS**

There was no other business.

13. **DATE OF NEXT MEETING**

The next meeting is scheduled for 27 April, 2006.

Signed as a true record

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Professor Joe Chicharo Chair

Ref: FAC. 01/2006
Committee Secretary (KO Ext.5417)
3 March, 2006