UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of Meeting No. 2/2006 held on Thursday, 27 April, 2006
at 1:30pm in Faculty Meeting Room, 39.150A.

PRESENT: Prof J Chicharo (Chair), Ms Gene Awyzio, Prof S Bouzerdoum, Mr T Browne, Dr G Cox, Dr P Davy, Prof E Dutkiewicz, A/Prof N Gray, Prof D A Griffiths, A/Prof Xiaojing Huang, Mr A Krishna, Dr Wanqing Li, Ms P McFarlane, A/Prof T Marchant, Dr M Nelson, A/Prof R V Nillsen, Prof P Ogunbona, A/Prof B S Perera, Dr I Piper, Dr P Premaratne, Dr A Porter, Ms M Ros, A/Prof K Russell, Prof R Safavi-Naini, Dr J Shen, Prof D Steel, A/Prof W Susilo, Dr G Trott, Dr K Ward, A/Prof G Williams, Dr K T Win, Dr A L Worthy, Dr B Wysocki, A/Prof T Wysocki, Dr T Xia, A/Prof J T Xi, A/Prof M Zhang, Dr Z Zhou, Dr Gursel Alici, Mr G Ellmers, A/Prof T Herrington, Ms A Meldrum, Mr Jeffrey Donohue

IN ATTENDANCE: Ms S Dewhurst, Ms J Johnson

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Mr Glenn Bewsell, A/Prof Ian Burnett, Mr Ray Chambers, Dr Akemi Chatfield, Dr Maureen Edwards, Dr Joshua Fan, Dr Chandra Gulati, A/Prof Peter Hyland, A/Prof Yan-Xia Lin, Dr James McCoy, Dr Robert Macgregor, A/Prof Fazel Naghdy, A/Prof Golshah Naghdy, Dr Peter Nickolas, Dr Son Lam Phung, Mr Craig Peden, Prof Farzad Safaei, Prof Danny Sutanto, Mr Will Tibben, Ms Holly Tootell, Mr Peter Vial, A/Prof Stephen Wilson, A/Prof Ted Wysocki, Dr Jun Yan

It was noted that, 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 9 March, 2006
The minutes from the previous meeting, held 9 March, were confirmed as being a true and accurate recording. (Moved A/Prof K Russell; seconded Prof A Bouzerdoum)

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:
3. Dean's Report
4. Associate Dean (Research) Report
5. Associate Dean (Academic) Report
6. Heads of Schools Reports

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

**Congratulations**

Prof Chicharo:

- congratulated A/Prof Ken Russell on receiving an OCTAL Award and Graham Williams on being appointed to the Board of Studies Maths Stage 6 Board Curriculum Committee;
- thanked the retiring Student representatives (terms ends this month) – Stephen Maher, Michael O’Sullivan, Simon Bland, Jeffrey Donohue, Vicky Feros (nominated again this year), Bob Brown.

**Staff**

The Dean reported that:

- the inaugural meeting of Faculty Workload Reference Group was held 26 April, that the elected members of this group were Penney McFarlane and Peter Castle, and that the terms of reference and membership were on the Faculty web page;
- 10-15% of workloads have not been completed (largely Research staff). The Dean advised that he would be in contact with identified staff and their supervisors to collect comments, which would then be tabled at the next FWRG meeting.

The Dean further advised that workloads would shortly appear on the Faculty web page.

- Chinese Cultural and Language workshops, to be held 25 May for Academic staff and 26 May for General staff are now full.
- the University has employed an industrial lawyer to offer 1100 AWAs to individual staff, that each faculty would be provided with a de-briefing session, that focus groups would be convened to assist with the process, and that there was provision for two Faculty members to be part of the Focus Group and called for expressions of interest.

The Dean further reported that each faculty will need to finalise the AWA process by the end of July 2006.

- General Staff will be moving to electronic timekeeping within the next month.

**Activities**

Prof Chicharo reported that:

- a Careers Advisors’ luncheon was held recently called the Showcase of Excellence;
- visits to Southern Career Markets indicated a 35% increase in interest in Faculty offerings;
- he presented to TIGS recently;
- the Faculty provided a luncheon for UniAdvice student representative where each Head overviewed the strengths of their courses.

Dates are set for:

- Prize Night – 31 May
- Dean’s Merit List Luncheon – 19 July
- Upcoming Maths Teacher’s Day – 27 June
- Upcoming Yr.10 Information Night – 20 June

**Other Campuses**

Prof Chicharo reported that:

- the Faculty enjoys a healthy partnership with our Singapore offshore partner, SIM, thanks to the efforts of Willy Susilo & Bill Damachis, currently yielding 140 enrolments and with more than 70 enrolled for second semester, which is higher than SITACS domestic numbers;
- the Hong Kong program is to commence shortly;
- INTI, Malaysia & Indonesia enrolment numbers are steady;
- Zhengzhou is also in a strong position led by Jiangtao Xi;
• offshore fees account for 10% of the Faculty budget.

**Students**

Prof Chicharo reported that:

• undergraduate domestic numbers are 16% down; international numbers 34% down, which averages out to the Faculty being 25% down overall on student load. The Dean further reported that Maths has held relatively steady over the past three years.

• the Enrichment Program is underway with:
  ➢ the timetable on the Faculty’s web page;
  ➢ registration numbers of 166 as at yesterday, and
  ➢ the first module scheduled to commence on 12 May.

**Budget**

Professor Chicharo reported that:

• projected income and expenditure levels have held steady over the last two years;

• the Faculty is still in surplus, despite the decrease in load, but is forecast to go into deficit next year;

• he is arguing strongly for our surplus to be retained to be spread over the forthcoming two years.

**Other**

Prof Chicharo reported that:

• the IT/IS Review is on track; that Prof John Hughes passed away with the Faculty acknowledging his contribution by a donation to Diabetes Australia in lieu of flowers as per the family’s request, and that his replacement on the review panel will be Prof Graeme Shanks from Monash, that the other panel member is Prof Shirley Gregor from ANU, that the first meeting will analyse the overlap between IS and IT, and that the report is due end July;

• the Request for Proposal for the University’s web development project has been sent to the preferred tender list with a deadline of end April;

• the Research Information System is moving into Faculty-based architectural development stage, that the publications module will be the first module to be developed and which is slated for end June roll-out;

• the Faculty is now working on supporting documentation for Faculty’s disaster recovery plan within the Business Continuity Plan; that all Faculty staff have now been presented with awareness training by Leah Roulstone (BCP Project Manager), and that the Disaster Walkthrough has been rescheduled to July;

• the Space Utilisation Project is still in audit mode until the end of session, and that initial general findings on staff portal

4. **ASSOCIATE DEAN (RESEARCH) AND FACULTY RESEARCH COMMITTEE REPORT**

Prof David Steel reported that:

• 25 applications for ARC Discovery grants has been submitted from the Faculty;

• Linkage applications are abysmal with only two having been submitted, and that this situation needs to be addressed;

• RIGB are closing shortly with only three applications received so far;

• there has been a decline in publications, it is important to submit these asap;

• a committee/working group has been formed to address the Research Quality Framework with an industry focus, and with quality and quantity indicators built in;

• The Research Information System has already been reported on.
5. **ASSOCIATE DEAN (ACADEMIC) REPORT**

A/Prof Fazel Naghdy reported that:

- a Competitive grants in Teaching & Learning briefing meeting has been held, and that people preparing proposals;
- the Faculty is ranked top in conjunction with Commerce as compliant to policies on subject outlines, as reported after audit of sample subject outlines across campus;
- a new initiative in multi-media with a proposal from the Faculty to develop a Bachelor Degree in Creative Computing in partnership with TAFE and the Creative Arts Faculty is underway with Amanda Lawson, acting Dean FCA, being keen to go ahead with the degree for delivery next year irrespective of TAFE involvement; that he is currently seeking feedback from the Executive Committee;
- the new procedure in place for processing academic forms working effectively with further work to be carried out to enhance the process;
- the next University audit appears to be focusing on processes in place for subject and course reviews and that the Faculty is working on putting appropriate processes in place for both reviews;
- the BIST degree is to be reviewed with the appointment of a review committee currently in process.

6. **HEADS OF SCHOOL REPORTS**

6.1 **SITACS** – Prof Philip Ogunbona

Prof Philip Ogunbona reported that:

- the Chief Information Officers Executive Council has approached the Faculty regarding a postgraduate degree for Executive level Chief Information Officers;
- the IT/IS review meetings have commenced and are progressing as planned with a party of four which consisting of Prof Peter Eklund (Commerce), Dr Rodney Clarke (Commerce) and Peter Hyland and himself reviewing the overlap within the two disciplines.

6.2 **SMAS** – A/Prof G Williams

A/Prof G Williams reported that:

- congratulations go to Ken Russell for his OCTAL Award, that since Ken commenced 20 years ago he is always trying out new things and that his teaching survey results are amongst the best;
- congratulations also go to staff members, James McCoy and Natalie Thamwattana (who is a past Phd student and currently a visiting fellow) who are getting married next week, and that this is first time this has occurred within the School;
- the Maths Teacher’s Day on 27 May is a most important marketing exercise for Maths, that faculty members are requested to encourage any teacher friends to attend.

6.3 **SECTE** – Prof A Bouzerdoum

Prof Bouzerdoum reported that:

**Staffing Update**

- Professor of Power Engineering, Danny Sutanto, arrived two weeks ago, and started officially last week;
- Shawn Coyne joined the School beginning of this week as computing officer;
- Dr Duane Robinson resigned, effective today;
• fixed term lecturer position in Power Engineering has been advertised with a closing date of 7 May;
• Tad Wysocki has undergone operation and is currently recovering well at home.

Advisory Committee
• met last Friday (21 April);
• a new undergraduate course structure was presented for comment, with which the committee was pleased;
• Renewal of membership is now due for the SECTE Advisory Committee which has a two year term;
• Member, Mr Bruce Williamson, reported on the shortage of Telecommunication Engineers, and that a significant injection of funding to the industry is expected soon from the Federal Government and Telstra;
• a luncheon was organised for female students in SECTE;
• a joint initiative with Engineering is currently underway to develop strategies for attracting females to Engineering disciplines;
• Tyree Transformers and Delta Electricity have provided scholarships for SECTE students.

7. Committee Members’ Reports

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

1. VC's report.
   Law. The Dean of the Faculty of Law, Prof Stuart Kaye, has resigned to take up an appointment at the University of Melbourne. Wollongong continues the tradition of “launching people”.
   Commerce. Professor Shirley Leach has been appointed as Dean of Commerce.
   Humanities. A professor of English Literature, currently at the University of Adelaide, has been appointed.

Medical School. The medical school submission for Stage 2 accreditation has been submitted and is a “very impressive” document. The accreditation team will visit in July. This is the final stage of accreditation, and if successful, there will be a student intake in 2007.

Innovation Campus. Council has approved construction of the Central Service Building at the Innovation Campus. Further buildings will be for materials research and the Business School (Informatics will have some involvement with the research in the Business School). It is hoped to get specific funds for a Centre for Trans-national Crime Prevention (up to $12m.).

RQF. The new Minister has said she will go ahead with the RQF, but the form this will take is not clear. However, there “will be a need to tighten the quality measures” in the new regime. It is likely to be built on the current system. It is not clear if the RQF will be discipline-based as it was in the UK.

AUQA. Council received a report from Professor Castle last Friday. The VC is pleased with the AUQA report. Suggestions for improvement by AUQA will be implemented. There will be further reports to Senate before the University reports back to AUQA.

2. Chair of Senate’s report.
   HSC curriculum. The Chair noted that A/Prof Graham Williams has been appointed to the Mathematics Curriculum Committee for the HSC.
   IT policy. ITPAC (IT policy advisory committee) has been reconstituted.
Heads of Senates. The Chair reported on the meetings of Heads of Academic Senates, and the role played by Wollongong in commenting upon HSC subjects.

Originally the University was to bid for 100 growth places in 2007. These places were then moved to the Medical School. However, the Minister has announced further growth places across the sector—some are “tagged”, others are open. The matter is still under consideration, but the University will apply for something like 36 new Medical School places, and 250 non-medical places.

4. Members’ and student business.
Email. There are problems with the email quota relating to frequency, amount, effect of automatic downloads leading to exceeding of quota. Students should be able to pay for a greater quota, as at other universities.
Mr Nick Greiner. Will speak at a meeting of the liberal society at the University—further information on www.liberals.org. The VC expressed a wish to meet Mr Greiner as he is the Chairman of Balderstone Hornibrook, the developers of the Innovation Campus.
Microsoft. Is entering into agreements with various colleges and universities for provision of email facilities. The view was expressed that the offer has numerous disadvantages and should be avoided.
SOLS. There should be a website on using SOLS for new students, and on re-enrolling.
Parking. There are problems with parking for students. There was considerable discussion, but no clear solutions.

5. Other items.
General Business
Academic integrity reference group. The group will need to “fine tune” the terms of reference and the mode of operation of the group. Council wants a report from Senate on this issue towards the end of this year.
Medical School degree. Details were presented of the philosophy behind the new medical degree. Assessment is to be “standards based”, and there are considerable differences with assessment and reporting of results compared with the rest of the University. These differences are in line with current practice in other medical schools. There will be two grades of achievement—“satisfactory” and “excellent”. There was discussion about whether the entry procedures were adequately described for students.
There is to be a cotutelle agreement with France, which will allow PhD students, whether from France or overseas, to share research time between a French University and an overseas university.

7.2 Faculty of Arts – Mr P Vial
No report received.

7.3 Faculty of Commerce – Dr P Yu
No report received.

7.4 Faculty of Creative Arts – Mr D Saffioti
No report received.

7.5 Faculty of Education – Dr P Doulai
No report received.

7.6 Faculty of Engineering – Dr K Ward
There has been no Faculty of Engineering meeting since the last report.
7.7 **Faculty of Health and Behavioural Sciences** – Dr K T Win  
Nothing to report for this meeting.

7.8 **Faculty of Law** – Mrs H Tootell  
- UAC preferences up 11.9% due to new 4 year LLB degree;  
- ARC large grant for faculty;  
- International relations: Research collaboration with University of Bologna; Tsinghua University, China;  
- Teaching relationships with Tsinghua University 123 students/year; Malaysia - Transnational Crime programs.

7.9 **Faculty of Science** – Dr W Susilo  
Nothing to report for this meeting.

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

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

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

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

7.14 **Library Committee** – Mrs H Tootell  
- Increased subscription to Elsevier database/journals – full access to 1995 now;  
- Past exam papers on ereadings: limited to 3 years at any one time. Print copies are held in archive and only released to students on request. Ereading access is preferred method;  
- Research Online – presentation to be made at Faculty meeting about new content management system for UoW research;  
- Building extension – commencing later this year. IT will add research space for students and increase holdings space. Main areas concerned are north side (near building 20) and current front entrance.

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

7.16 **University Internationalisation Committee** – A-Prof G Williams  
The first meeting for the year was held on March 30 and there were a number of items of interest.  
- Enrolment of international students was down by about 7% across the University. Postgraduate numbers were steady but Undergraduate and Study Abroad were down. Unfortunately Informatics was a major contributor to the downturn. In terms of countries nearly all were down and the intake from China decreased for the first time.  
- Study Abroad. It has been very difficult to get students from Wollongong to go away on exchange. At present all of them get some form of scholarship and indeed there were more scholarships than applicants last year. Since it is ‘exchange’ this then reduces the number of students coming here. Please encourage any students you think may be interested.
Dubai. This is growing rapidly and has again outgrown its current premises. The growth is all in Commerce type degrees and the Informatics degrees seem to have declined.

AUQA. There were favourable comments on the quality of our offshore partners, recruitment success, the Dubai operation and the attempted Internationalisation of the curriculum. There were queries about staff being unsure why we bother with any offshore activity, the clarity of some of the marketing, failure rates amongst full fee paying students, the uptake of study abroad opportunities by our domestic students, non-uniform management of offshore partnerships and the support for and relations with staff who teach offshore.

International Studies minor. This is to be reviewed.

Targeted International Links. We were given a spreadsheet with the top 500 Universities as ranked on the Shanghai Jiao Tong index together with other universities which have links with Wollongong. Informatics is poorly represented on the list presumably because we have not provided the information.

Racially based abuse. This appears to have increased with some unpleasant incidents since the Cronulla riots.

7.17 Faculty WAC Committee – Ms S Dewhurst

Current Representatives’ terms of office expired. Call for nominations for new representative would be made, but that half would be one year terms in lieu of two. This is to ensure business continuity on the Committee with half of its membership turned over each year.

The Committee noted the central committee’s findings that incidents and their related costs were below industry standards, and that an on-line system for logging Incident Reports and Hazard Logs is currently being trialled with an ultimate total campus rollout.

The Committee also noted the continued disregard of the non-smoking signs at the external door entrances to buildings and resolved that signage was adequate but that Hazard Logs should be lodged as cigarette butts dropped on the walking surface at entrances were a slip hazard in wet weather.

7.18 Wollongong University College – Mr G Bewsell

8. Business from the Faculty Executive Committee- 13 April, 2006

8.1 Items Discussed at Meeting

CEDIR

Richard Caladine reported that he has been asked by the DVC(A) to develop a campus-wide strategy for teleconference. He will propose three levels of installation:

- At the basic level this will consist of a webcam, headset and software on an academic's PC.
- The middle level would suit medium sized teaching spaces and labs accommodating up to 30 people.
- The top level will be a multi-camera installation similar to that in 20.5. It is expected that there will be only two or three of these in common teaching area lecture theatres.

Revised Compliance Checklist for Teaching and Assessment

FEC discussed amendments proposed to the Checklist by SITACS, however, it was agreed that the Committee would review the individual Schools’ checklists and review the issue for next session.
Review of BIST Degree
In accordance with the course review guidelines, FEC nominated members for the review committee. These nominations have been forwarded to the Dean.

Ranking of FSA Applications
FEC ranked the seven Faculty Service Agreement applications which were received.

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS
There were no items from the above Schools.

9. BUSINESS FROM THE FACULTY RESEARCH COMMITTEE
No business received.

10. FACULTY PLAN 2005–06
It was noted that:
i) the Faculty Plan is on the web, and
ii) Progress Reports will be called for by end of May

11. ANY OTHER BUSINESS
There was no other business.

12. DATE OF NEXT MEETING
The next meeting is scheduled for 22 June, 2006.

Signed as a true record

______________________________
Professor Joe Chicharo Chair

Ref: FAC. 02/2006
Committee Secretary (JJ Ext.5417)
2 May, 2006