UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS

Minutes of Meeting No.5/2006 held on Thursday, 5 October, 2006 at 1:30pm in Faculty Meeting Room, 39.150A.

PRESENT: Prof J Chicharo (Chair), Mr Quan Bai, Mr T Browne, Mr P Castle, Dr A Chatfield, Dr N Chaudhuri, Dr G Cox, Dr P Doulai, Prof E Dutkiewicz, Dr J Fan, Prof J Fulcher, A/Prof T Herrington, A/Prof X Huang, A/Prof P Hyland, Dr W Keerthipala, Mr A Krishna, Dr Wanying Li, Dr Y-X Lin, Dr X-P Lu, Dr R MacGregor, Dr J McCoy, Ms A Meldrum, Dr K Michael, A/Prof Y Mu, Dr M Nelson, Ms Sarah Neville, Dr P Nickolas, Dr S Pan, Dr S Phung, Dr I Piper, Dr P Premaratne, Dr C Ritz, Ms M Ros, Dr J Shen, Prof D Soetanto, A/Prof W Susilo, Ms H Tootell, Mr P Vial, Dr K Ward, Mr B Webb, A/Prof G Williams, Dr K Win, Dr A Worthy, Dr B Wysocki, A/Prof T Wysocki, Dr Z Zhou, Dr S-P Zhu

IN ATTENDANCE: Ms S Dewhurst, Ms J Johnson

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Ms Valerie Baker, Mr G Bewsell, Prof Salim Bouzerdoum, Prof David Griffiths, Prof J Hill, Dr Diana Kuo, Dr Luke McAven, Prof P Ogunbona, A/Prof S Perera, Dr A Porter, Prof J Seberry, Prof David Steel, Dr Ren Zhang

It was noted that, Ms P McFarlane, A/Prof P McKerrow, A/Prof F Naghdy, A/Prof G Naghdy, Prof R Safavi-Naini and Mr Will Tibben are on study leave.

1.2. Confirmation of Minutes from previous meeting held 10 August, 2006
The minutes from the previous meeting, held 10 August, were confirmed as being a true and accurate recording. (Moved Prof John Fulcher; seconded A/Prof Peter Hyland)

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**

**Staff**

Prof Chicharo reported that:

- the IS/IT Review is now finalised and a school combining Information Systems and Information Technology will be created; the Dean has been in a series of meetings with Prof Rob Castle and Prof Shirley Leitch, Dean of Commerce; the plan is that the new school will commence from Session 1, 2007; the process of staff consultation has commenced; the Dean welcomes the group of IS staff coming to Informatics; Assoc Prof Peter Hyland has consulted with SITACS staff to identify potential members of the new School; the plan is for IT and IS staff to co-locate together which means around 25 offices will be needed for academic and general staff; the Faculty could lose the meeting room in building 39; budget-wise the new unit will be self sustaining and funds will come from the VC for the required infrastructure changes.

- Bill Damachis is now the Director, Transnational Programs and Amanda Waren has accepted a position with Bill as Transnational Coordinator; the Faculty relies on international students and they will both still work closely with Informatics.

- Jenny Deura has accepted a position as Curriculum Support Officer with the Graduate School of Medicine.

**Activities**

Prof Chicharo reported that:

- the Enrichment Program Friday sessions are coming to a close with the last being held 10 November; the average attendance rates have been 60 students per session; Saturday Computing School finished with a total of 1099 attendees with some repeat attendances, averaging 92 students per session; Saturday Maths School commenced three weeks ago; the average attendance rates were 38 students per session.

- SMAS held a Maths Information Evening last night attracting approximately 20 students plus parents.

- Area and School Information Evenings are now complete with six attended in total.

- the Postgraduate Information Evening was recently held with 11 registrations, plus an additional five attendees not registered; primarily these were SITACS enquiries, with one PhD for SECTE and one for SMAS.

**Other Campuses**

Prof Chicharo reported that:

- he recently returned from China, and
  - there are 605 students are enrolled in the Zhengzhou University program
  - he encouraged interested students to come onshore
  - the Zhengzhou partnership will be reviewed in February.

- 600 applications were received recently with a conversion rate of 5%.

- there is a scheduled marketing event in Thailand in October but, given the current unrest, the situation will be closely monitored.

**Students**

Prof Chicharo reported that:

- the Faculty has submitted forecast numbers for next year, indicating a growth of 4%.
• an upcoming event organised by JCI (Junior Chamber Illawarra) called Students Meet Professionals, will be held on 19 October; this event is aimed at final year students providing direct access to nine participating employers; lecturers will be given a four-page Powerpoint presentation to display at the commencement of lectures and flyers to hand out to final year students; posters will be placed around buildings.

Ms Solveig Dewhurst reported that:

• Early Entry closed with total registrations 3% down on last year, despite being 26% down the week prior; interviews were held last Thursday and thank you to everyone involved; a clash in dates with certain high school events caused some problems; the trend towards student calibre seems to be higher; a press release was faxed to the High Schools advising them of the new BIT degree on offer for next year and advising that students can still register for EE; the Faculty will direct mail students who have one of the Faculty’s degrees as a preference from 1 to 4, offering to consider them for an EE offer, with deadline up to and including 10 October; any new registrations will need a response by 16 October, the commencement of the HSC exams.

Other

Prof Chicharo reported that:

• Mr Bob Coombs who used to be Chair, SITACS Advisory Committee is now the new Chair of the Faculty Advisory Committee.

• retiring Chair, Mr John Mann, has been nominated for University Fellowship but will remain a member of the Faculty Advisory Committee.

• the Planning Conference dates are locked in for Thursday 30 November and Friday 1 December at Berida Manor, Bowral, which was the same venue as last time; milestone decisions were made two years ago;
  - feedback received from Prof Rob Castle indicated that:
    - our Strategic Plan was identified as a model for other Faculties, and
    - our Marketing Plan was also identified as one of the Plan’s real strengths, again a model for other Faculties.

• the Research Information System workshops are now complete; thank you to all staff that answered the call; Informatics scheduled to cut over within the next week; an email will be sent advising the cutover; it is important that staff populate RIS with information on themselves.

• the BIST review Working Party has been established and commenced operation; the Review Committee membership is still being finalised.

• the BCP Disaster Walkthrough has been cancelled due to the resignation of the BCP Manager; now waiting on new appointment.

• on CMS, there is no further news; the next implementation meeting is scheduled for next week.

• a Space Utilisation report has been received and the Faculty has two weeks to respond; Faculties that have come out in the report as having under-utilised space are the Faculties of Engineering and Informatics; the Faculty is currently reviewing the report and further information will be forthcoming.

• the OCTAL Awards are now open and close 16 October.

• the Faculty Plan Progress Reports are due 27 October.
4. **ASSOCIATE DEAN (RESEARCH) AND FACULTY RESEARCH COMMITTEE REPORT**  
Prof David Steel reported that:
- the faculty made 15 applications to the URC Small Grants Scheme; five were successful and one is on the reserve list.
- Round 2 of ARC Linkage applications are open; notices of intent were due in the Research Services Office on 29 September; the RSO will not submit any application to the ARC unless a COMPLETE draft has been seen by Friday 10 November; more generally applications to any grant scheme that do not meet internal deadlines will not be processed because of various problems that have arisen.
- it is expected that the results of applications for research strengths will be announced at the URC meeting on 11 October; the faculty is involved in three applications: TITR, Engineering Manufacturing, Statistical and Survey Methodology; once the results are known the research groups in the faculty can be reviewed taking into account the successful research strengths and the results of the IS/IT review.

5. **ASSOCIATE DEAN (ACADEMIC) REPORT**  
Prof Joe Chicharo reported in A/Prof Fazel Naghdy’s absence that:
- the BIST review Working Party is meeting for the second time and are seeking input from lecturers and Head of Schools.
- the proposal for the Deans Scholars Program is moving forward.

6. **HEADS OF SCHOOL REPORTS**  
6.1 **SITACS** – A/Prof Peter Hyland , Acting Head of School  
A/Prof Peter Hyland reported that all SITACS exam papers have been finalised for this session.

6.2 **SMAS** – A/Prof G Williams  
A/Prof G Williams reported that:
- a thank you to Annette Worthy who ran the Information Night this year; 50 parents, students and teachers attended; there were four speakers including staff, and past and present students; surveys of those who attended indicated that, as a result of the evening, they were convinced of the worth of doing maths and the abundance of jobs on completion.
- UoW were successful in receiving two ABS Cadetships; the cadetships are on offer for students going into Honours providing a substantial stipend, HECS, travel and books paid for; there were only five awarded Australia wide and no other University received more than one.

6.3 **SECTE** – Prof A Bouzerdoum  
Prof Bouzerdoum reported that:
- SECTE have advertised for a Lab Manager to replace Peter Costigan.
- the undergraduate course and Masters of Engineering Studies restructuring is completed; in response to demand for options and longer duration, SECTE created three majors, Electrical, Computer and Telecommunications, and two degree options, a single major
degree (48 credit points) and a double major degree (72 credit points) for students wanting a longer duration course.

- SECTE placed an ad for our school in Engineering Education Australia Handbook, an IEAust publication; this is published in a book format and on-line.
- one of the School's postgraduate students, Tony Larchez, won Best Presentation Prize in the theme Frontier Technologies and Scientific Discoveries at the UoW Annual Research Student Conference.

7. **COMMITTEE MEMBERS’ REPORTS**

7.1 **Academic Senate** – Dr I Piper/Prof J Seberry/Prof R Nillsen/Dr A Porter/Assoc Prof T Wysocki
   No report received.

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

7.3 **Faculty of Commerce** – Mr Will Tibben
   Nothing to report for this meeting.

7.4 **Faculty of Creative Arts** – Dr I Piper
   No report received.

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

7.6 **Faculty of Engineering** – Dr K Ward
   Meeting held Tuesday 5 September.
   - Roger Lewis has been promoted to Professor.
   - David Lind - new MICD for Engineering and Commerce Engineering degrees are diversifying nationally in content, length and specialisation. The Australian Council of Engineering Deans (ACED) have set up a working party to report on this by end 2006 with the hope of establishing some basic governing rules.
   - Building 8 is due for refurbishment in December. Temporary space is a big problem.
   - Student numbers are holding up against falling numbers elsewhere.
   - Visiting Practicum student places are increasing.

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
   Nothing to report for this meeting.

7.9 **Faculty of Science** – Dr W Susilo
   Meeting held Friday 1 September.
   - The Dean highlighted the Web Content Management System project that is in place, and Faculty of Science will be one of the first faculties that will be using the system during the trial process. The content migration will happen starting from October and it is expected to publicise the web contents easier (including personal web page, etc.)
   - The Dean also highlighted the importance of the Research Information System (RIS) that is currently being implemented.
   - A new member for faculty advisory committee from University of Colorado, Boulder has been appointed for the Faculty of Science.
- The review for School of Biological Science undergraduate degrees will be started, and this review is part of the 5 year review process.
- Regarding the budget for 2007, the Dean has highlighted that the number of students (in particular students from China) have declined and this needs to be addressed.
- New dates for 2007 have been announced. The autumn session will start on 26 February and the orientation will happen from 19 February.

7.10 University Research Committee – Prof D Steel (Dealt with under item 4)

7.11 Faculty Research Committee – Prof D Steel (Dealt with under item 4)

7.12 University Education Committee – A-Prof F Naghdy (Dealt with under item 5)

7.13 Faculty Education Committee – A-Prof F Naghdy (Dealt with under item 5)

7.14 Library Consultative Committee – Ms Valerie Baker
   Nothing to report for this meeting.

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

7.16 University Internationalisation Committee – A-Prof Song-Ping Zhu
   Nothing to report for this meeting.

7.17 Faculty WAC Committee – Ms A Panetta
   No report received.

7.18 Wollongong University College Liaison Committee – A-Prof Fazel Naghdy
   Nothing to report for this meeting.

7.19 Academic Staff Development Committee – A-Prof Song-Ping Zhu
   Nothing to report for this meeting.

8. Business from the Faculty Executive Committee- 21 September, 2006

8.1 Items discussed at meeting

8.1.1 Dean's Scholars Program
FEC further discussed the Dean's Scholars Program proposal, with the view to preparing minor course amendments to selected undergraduate degrees. The minor amendments would include a change in entry requirements to attract high achieving students. The option of implementing the program as solely a scholarship would not allow for the Dean's Scholars Program to be listed in the UAC Guide, the major publication referred to by Year 12 students in selecting courses for university.

The Chair of FEC will consult the Schools to determine which degrees should be targeted.

8.1.2 BIST Review Terms of Reference
The terms of reference for the BIST Review have been drafted and a memo sent to the Deputy Vice-Chancellor (Academic) for approval of the review committee’s membership. The BIST Curriculum Working Group is being established and commenced operation from 15 September.
8.1.3 Subject Outline Checklists

FEC agreed to review the use of a Faculty-wide subject outline checklist. A working group was established and met on 7 September. A standard checklist was developed and has been circulated to the Schools for feedback.

8.1.4 Subject Proposal Forms

FEC discussed the need for subject and course coordinators to consult more extensively with support units (Library, CEDIR and Learning Development) in the development of course and subject proposal forms. It was discovered that these forms often reach the FEC without prior consultation with support units and, as a result, are either incomplete or incorrectly completed.

A memo was drafted and circulated to Schools to recommend that support units are consulted from the early stages of subject and course development and that associated forms be signed off before being submitted to FEC.

8.2 Revision of SITACS Pre-requisites

SECTE is seeking software engineering options for the final year electives of the BEngineering (Computer).

SITACS’ current CSCI pre-requisites do not include the programming subject that is open to Engineering students so an alternative pre-requisite to each of the current subjects is proposed as follows:

8.2.1 Revision of Pre-requisite – CSCI204

SITACS wishes to make the following change to the pre-requisite for CSCI204 – Object Programming and Frameworks:

Current Pre-requisite
CSCI121 or CSCI124

Proposed Pre-requisite
CSCI121 or CSCI124 or CSCI192 (programming version of a subject that is compulsory for engineering students)

Resolution FAC06/17:
It was resolved to approve the following revised pre-requisite for CSCI204 – Object Programming and Frameworks, effective from 2007:
“CSCI121 or CSCI124 or CSCI192”.

8.2.2 Revision of Pre-requisite – CSCI231

SITACS wishes to make the following change to the pre-requisite for CSCI231 – Operating Systems:

Current Pre-requisite
CSCI121 or CSCI124

Proposed Pre-requisite
CSCI121 or CSCI124 or CSCI192

Resolution FAC06/18:
It was resolved to approve the following revised pre-requisite for CSCI231 – Operating Systems, effective from 2007:
“CSCI121 or CSCI124 or CSCI192”.
8.2.3 Revision of Pre-requisite – CSCI318

Similarly, SITACS’ current CSCI pre-requisites do not include ECTE prefix pre-requisites so an alternative pre-requisite for CSCI318 is proposed as follows:

The School wishes to make the following change to the pre-requisite for CSCI318 – Software Engineering Practices & Principles:

Current Pre-requisite
CSCI222

Proposed Pre-requisite
CSCI222 or (CSCI191 or CSCI192) and ECTE250

Resolution FAC06/19:
It was resolved to approve the following revised pre-requisite for CSCI318 – Software Engineering Practices & Principles, effective from 2007: “CSCI222 or (CSCI191 or CSCI192) and ECTE250”.

8.3 Integral Energy Power Quality and Reliability Centre Prize

SECTE wishes to implement the Integral Energy Power Quality and Reliability Centre Prize, as was attached to the agenda.

Resolution FAC06/20:
It was resolved to approve the implementation of the Integral Energy Power Quality and Reliability Centre Prize.

8.4 Major Amendment – Master of Engineering Studies

The proposal from SECTE (attached to the agenda) outlines revisions to the Master of Engineering Studies program, namely to delete the two existing programs, Automation & Power Engineering and Computer & Telecommunications Engineering, which were introduced over ten years ago and replace them with majors in Computer Engineering, Electrical Engineering and Telecommunications Engineering.

In addition, the amendment allows for a 72 credit point program to enable students to achieve a double major, ie. Computer Engineering-Telecommunications Engineering, Computer Engineering-Telecommunications Engineering, Electrical Engineering-Telecommunications Engineering.

This revision also brings the MEngStud into line with the BE majors offered by the School.

The proposal also includes the introduction of two new subjects, ECTE906 Advanced Signals and Systems, and ECTE933 Embedded Systems.

These revisions are part of an effort to reverse the downward trend in enrolment in this degree program.

This proposal is currently being fast-tracked.

Resolution FAC06/20:
It was resolved to:
(a) approve the proposal for a major amendment to the Master of Engineering Studies degree, be introduced in Autumn 2007,
(b) approve the new subjects ECTE906 Advanced Signals and Systems and ECTE933 Embedded Systems, and
(c) receive the proposal and forward to Academic Senate Standing Committee for approval, with a request that the Deputy Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.

9. BUSINESS FROM THE FACULTY RESEARCH COMMITTEE
(Dealt with under Item 4)

10. FACULTY PLAN 2005–06
   It was noted that the second progress report against the Faculty Plan is now on the Faculty’s web page (under Staff, Faculty Reports) and that the next progress report has been called for.
   To note that the next full-Faculty Planning Conference is scheduled for Thursday 30 November and Friday 1 December at Berida Manor in Bowral.

11. ANY OTHER BUSINESS
   It was noted that the next Faculty meeting, currently scheduled for Thursday 30 November, will need to be rescheduled given the Faculty Planning Conference mentioned above.

12. DATE OF NEXT MEETING
   The next meeting is to be advised.

Signed as a true record

Professor Joe Chicharo Chair

Ref: FAC. 05/2006
Committee Secretary (JJ Ext.5417)
19 October, 2006