UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of Meeting No. 6/2006 held on Thursday, 14 December, 2006
at 1:30pm in Faculty Meeting Room, 39.150A.

PRESENT: Prof J Chicharo (Chair), Dr J Abrantes, Dr Gursel Alici, Ms G Awyzio, Mr Q Bai,
Ms V Baker, Mr G Bewsell, Prof S Bouzerdoum, Mr R Brown, Mr P T Castle,
Mr C Chang, Dr A Chatfield, Dr N Chaudhuri, Mr T Colman, Dr G Cox, Mr F Dau,
A/Prof N Gray, A/Prof T Herrington, A/Prof P Hyland, Dr F D Kuo, Dr W Li,
Dr L McAven, Ms A Meldrum, Dr K Michael, Mr A Michielin, Ms S Neville,
Dr P R Nicholas, A/Prof R V Nilsen, Prof P Ogunbona, Mr O G Palencia,
A/Prof B S Perera, Dr S L Phung, Dr I Piper, Dr A Porter, Dr C Ritz, Ms M Ros,
Ms V Schmelitschek, Prof D Steel, A/Prof W Susilo, Prof D Soetanto, Ms H Tootell,
Dr K Ward, Mr B Webb, A/Prof G Williams, Dr K T Win, Dr T Xia, Dr J Yan,
A/Prof M Zhang, Dr R Zhang, Dr Z Zhou

IN ATTENDANCE: Ms S Dewhurst, Ms J Johnson

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
       Apologies were received from A/Prof Y Mu, Mr G Ellmers, Prof J Seberry, Mr P Vial,
       Dr P Doulai, Prof J Fulcher, A/Prof S-P Zhu, Dr J McCoy, Dr M Sifer, Dr G Beydoun,
       Mr B Wonson, A/Prof Y-X Lin, Prof E Dutkiewicz, A/Prof I Burnett
       It was noted that, Ms P McFarlane, A/Prof P McKerrow, A/Prof F Naghdy, A/Prof G Naghdy,
       A/Prof K Russell, Prof F Safaei, Prof R Safavi-Naini and Mr Will Tibben are on study leave.

   1.2. Confirmation of Minutes from previous meeting held 5 October, 2006
       The minutes from the previous meeting, held 5 October, were confirmed as being a true and
       accurate recording. (Moved A/Prof Peter Hyland; seconded Ms Holly Tootell)

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

2. STARRED 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
       The following item was starred late for discussion:
       11. Any other business.

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

**Congratulations**

Prof Chicharo reported:

- on the extraordinary Faculty meeting recently held to address the new leadership team as a result of Prof David Steel no longer continuing as Assoc Dean (Research). The Dean noted that Prof Steel is keen to head a new research strength and also go on 12 months study leave and thanked David for his efforts as the inaugural Assoc Dean (Research) placing the Faculty in an excellent position to address the RQF and to move forward.

- congratulations to the new leadership team:
  - A/Prof Fazel Naghdy who will take up the position of HoS for SECTE
  - Prof Salim Bouzerdoum who will take up position as Assoc Dean (Research)
  - Prof Graham Williams who take up the Assoc Dean (Academic) role which will mean that SMAS will need to call for a new Head of School
  - AProf Peter Hyland as the new head of the IS/IT school

- congratulations to Glenn Bewsell and Dr Khin Than Win on their successful recent probations; Dr Win was also promoted to Senior Lecturer.

- that Prof David Steel will head a new research strength, Centre of Statistical and Survey Methodology; David was recently successful at receiving a NHMRC grant jointly with Prof Linda Tapsell from H&BS for $98,000.

- that Dr Ian Piper received a $98,000 grant for Project Development of DSS tools for population behaviour during CBRN events. (CBRN stands for Chemical, Biological, Radiation and Nuclear and represents the 4 key areas of potential terrorist threat).

- that A/Prof Minjie Zhang and Prof John Fulcher was also successful in receiving a grant for $220,000 funded by the Commonwealth Attorney General's Department.

**Staff**

Prof Chicharo reported that:

- the IS/IT Review update has been ongoing with discussions on the new School name; a suggestion has been put forward to the Executive and consideration is taking place; the curriculum will need to be reviewed for 2008; a Change Management team will form a steering committee to assist staff members with the transition process.

- welcome to Sasha Nikolic, SECTE Lab Manager, replacing Peter Costigan; Meghan Gestos has been appointed to replace Jenny Deura; Julia Johnson's contract has been extended until early March '07 due to the loss of Kim Oborn to the Faculty of Education; Rajiv Chadda is the replacement for Bill Damachis; Rajiv will head up the Faculty's International recruitment; Amanda Waren took up a position with Bill Damachis’ team in Transnational Programs.

- thanked all staff, including administrative and technical staff for the Faculty’s accomplishments this year, especially with all the internal changes and low student numbers; the Dean also thanked the Executive Officer, Solveig Dewhurst, for all her assistance and support throughout the year.

**Activities**

Prof Chicharo reported that:

- the Planning Conference was successful with around 90 staff attending and positive feedback ensuing; presentations are now on the web; photos will follow.

- the Enrichment Program now finished; the Dean thanked all staff who supported the program during the year and offered a special thank you to Daniel Saffioti and Greg Doherty, and their band of students assisting with the program; the Dean also offered a special thank you to the
admin staff from SITACS and the Faculty Office who took on the role of Pizza and drink dispensers.

- the event organised by JCI (Junior Chamber Illawarra) on 19 October *Students Meet Professionals* clashed with SITACS’ Trade Show; the Faculty will look to holding this event earlier next year.

**Students**

Ms Solveig Dewhurst reported that:

- Early Entry closed with total registrations 3% down on last year (despite being 26% down the week prior)
- UAC first preferences are up 25.2% as at same time last year as at Monday; still processing offers; highest increase over last year in the University; as at the end of October, the Faculty’s first preferences from UAC are up 18% from last year which could be attributed to the two mailouts undertaken during October and November; the ring around process is still important to convert these preferences; Direct applications are down thereby usurping the UAC first preferences to be down on quota overall.
- the timeline for our end-of-year ring-around process has been shortened by 5 days; access to UAC database is scheduled for Monday 18 December with data potentially received Tuesday 19 December to commence the printing, marking up and sorting process; UAI e-released Wednesday 20 December (9:00am) therefore ringing can commence from then (if reports processed).

**Other**

Prof Chicharo reported that:

- Mr Bob Coombs, ex-Chair of SITACS is now the new Chair of the Faculty Advisory Committee; retiring Chair, John Mann, bestowed a University Fellowship yesterday; he has been a mentor and steady force on the FAC with a deep well of knowledge, experience and advice; John will be staying on as of member of the Committee.
- the Research Information System Stage 1 now deployed; Stage 2 development commencing early next year; quite important for RQF with the new Project Manager, Peter Evans, currently scoping requirements.
- the BIST Review Committee met last Friday indicating support for its continuance, albeit in a different form; recommendations currently being compiled for Prof Rob Castle to make the final recommendation.
- BCP Disaster Walkthrough was cancelled due to resignation of BCP Manager; University has commenced advertising for a replacement.
- CMS; have moved Informatics up to Phase 3 implementation (Feb/April); significant amount of work is to be undertaken in preparation; as an adjunct to this project, Chris Grange agreed for Informatics to pilot hosting multi-lingual web pages with Chinese translations.
- the Space Utilisation Project – have lost minimal amount of rooms to Common Teaching Space; 39.150A plus two blackboard rooms in Maths are now open for bookings to the wider university community.
- Kronos – technical support staff to be migrated to Kronos timekeeping system prior to year end.

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

Prof David Steel reported that:

- the HDR scholarship process has been completed with the Faculty receiving a reasonable number of scholarships; the number of domestic applications had improved over last year but
could still be stronger; some additional international scholarships are being offered in conjunction with fee-waivers.

- members of the faculty have received four near-miss grants totalling $60,000.
- the timetable for the next round of ARC Discovery grants has been released and staff intending to apply should take careful note of internal deadlines, which are to be enforced.
- the RQF model has been released and in 2007 the Faculty will have to provide input to the university decisions on which groups to put forward for assessment and provide the necessary information.
- with the recent announcement of the research strength and the formation of the new school in the faculty, it will be necessary to review the structure of faculty-funded research groups early in the new year.

5. ASSOCIATE DEAN (ACADEMIC) REPORT

A/Prof Fazel Naghdy’s report was tabled noting that, as this was the last Faculty meeting of the year and his last report as the Associate Dean (Academic), he wished to thank the following people:

- the Dean for his support and trust during this year.
- the team in the Faculty office including Solveig, Angelina, Casey, Julia, Anji and Gina for their support and generous spirit; without their hard work, we could not have achieved so much in the area of Teaching and Learning.
- Associate Professor Peter Nicholas who was acting on his behalf during his leave.

A/Prof Naghdy also reported that:

- the Faculty received a $250,000 grant from the Carrick Institute to conduct study in ICT as part of Discipline Based Initiative; other partners of the project are Monash, UTS, and QUT; the Wollongong team will lead the project.
- the guidelines for the 2007 Fellowship Scheme are announced; the aim of the Carrick Fellowship Scheme is to advance learning and teaching in higher education by supporting leading educators to undertake strategic, high profile fellowship activities in areas that support the Mission of the Institute; for more information on the Carrick Fellowship Scheme, Faculty members were invited to visit http://www.carrickinstitute.edu.au/carrick/go/home/fellowships.
- the deadlines for other Carrick Institute grants in 2007, requesting Faculty members take note:
  - 26 February 2007 – Grants Scheme - Priority Projects Program - Expressions of Interest and Full Proposals
  - 19 March 2007 – Grants Scheme Leadership for Excellence in Learning and Teaching Program - Expressions of Interest and Full Proposals
  - 23 April 2007 – Grants Scheme Competitive Grants Program - Expressions of Interest and Full Proposals
  - 28 May 2007 – Grants Scheme Priority Projects Program - Full Proposals (Requested from first round applications)
- the BIST Review Committee was held on 8 December with recommendations to be formally released after the approval of the VC; the committee recommends the BIST to continue, as a degree in one of the Schools in the Faculty with new scope, foci and majors.
- the University’s Graduate Attributes are being revamped under an ESDF project; the new proposed model consists of Capabilities which is associated with curricula and learning outcomes and Qualities which are UOW-wide graduate-attributes, encapsulating different disciplines; Capabilities are defined at Faculty and Discipline levels.

Currently, five Qualities are defined:

- Informed
- Independent Learners
6. Heads of School Reports

6.1 SITACS – Prof Philip Ogunbona

Prof Ogunbona reported that:

- SITACS no longer exists; thank you to A/Prof Peter Hyland for all his support as the Assistant Head of School and congratulations to Peter on his new appointment as Head of the new school.
- staff member, Daniel Saffioti has resigned; his enthusiasm and drive will be difficult to replace; negotiations are currently underway with the Dean to find a way to retain Daniel’s involvement with the School; Dr Diana Kuo has also resigned after being appointed on a three-year contract.
- Ms Meghan Gestos commenced with the School at the end of November replacing Jenny Deura.
- congratulations to Dr Khin Win who was recently successful with her probation, with a promotion to Senior Lecturer; Glenn Bewsell who was also successful with his probation.
- with the formation of the two new schools, the Heads will need to look at the curricula to be offered.
- staff Research and grant successes; Prof John Fulcher and A/Prof Minjie Zhang were successful in receiving a grant for $220,000 funded by the Commonwealth Attorney General’s Department; Dr Ian Piper and Dr Tony Green from UNSW received a joint grant from the Aust Dept of PM and Cabinet for $107,800; Dr Willy Susilo and Dr Khin Win received a Near Miss grant for $10,000; Dr Susilo has also been successful at receiving a grant in collaboration with Nanjing University, China.

6.2 New School – A/Prof Peter Hyland

A/Prof Hyland reported that:

- pre-planning for the new school had begun prior to the Faculty Planning Conference; profiles for research have been planned, with goals and visions included.
- procedural issues have been dealt with, such as a policy for the number of contract staff; an Administration Assistant will need to be appointed for the HoS; some staff have left and they will need to be replaced.
- there have been discussions about cutting eight or nine subjects for 2007 as well as a change to the curriculum for 2008; plans are currently going ahead for teaching allocations for next year.
- he recently met with HR Change Managers and a new Steering Committee will be formed to assist staff through the transition; the Change Managers met with staff this morning.

6.3 SMAS – A/Prof Graham Williams

A/Prof Williams reported that:

- all the research groups within the School have had a great year but the Statistics Group has been quite exceptional; two additional professors have been appointed; numerous grants and landmark consulting projects have been won; this included a grant, announced yesterday, from the NHMRC for David Steel in a team lead by Linda Tapsell; the project is for a computer-assisted diet history system; the Centre for Statistical and Survey Methodology has been announced as a new Area of Strength for the University.
• the equipment for the Access Grid Room (AGR) has been fully funded by the Aust Mathematical Sciences Institute (AMSI); it is now working and has been used in the last session to give and receive Honours subjects; in 2008 there will be 10 Universities cooperating to deliver subjects and conduct research discussions via the AGR; this is at the forefront of educational technology giving the Faculty and the School a great chance to be leaders in this field.

• all of the staff work well together in a cooperative, friendly and supportive manner; new appointments have these qualities and have also added a little extra spice and enthusiasm; many of the ideals presented at the Faculty Planning Day are already present in the School.

6.4 SECTE – Prof A Bouzerdoum

Prof Bouzerdoum reported that:

• welcome to New Lab Manager, Sasha Nikolic; Shawn Coyne, the Computing Support officer, resigned his position and ceased work at the end of November; his replacement has been advertised on the UoW web page, but will not appear in the paper until January 6; another resignation from Tim Brown was received and accepted; Tim was offered a postdoctoral position in the USA.

• Montse Ros received a Peer Recognition Teaching Award, which was presented to her by the Australian College of Educators.

• congratulated and thanked A/Prof Fazel Naghdy on accepting the Headship of SECTE which allows Prof Bouzerdoum to take up the new position of Associate Dean (Research).

• Early Entry interviews are still being conducted at the School.

• the process of reviewing ARC grants at the Faculty will continue this year.

7. Committee Members' Reports

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

Meeting held 29 November- A/Prof Rod Nillsen

1. Report from Pro Vice-Chancellor (Administration)

(i) All who applied for promotions to Senior Lecturer were successful. Quality in the University is on an upward trajectory. Not all applications for Associate Professor were successful, but even the unsuccessful ones were very strong.

(ii) The Medical School opens on 29/1/07. It will be reviewed in 2011--2012. Accreditation reports were extremely positive.

(iii) The University is under pressure to take more students in nursing in Nowra. But there is a need for new buildings. Also, a building or buildings are needed in Bega.

(iv) The Government has provided a VSU transitional fund. The University has asked for $4,000,000.

2. Under student business the issue of University grievance procedures was raised. The Senate was informed that the University was in the process of conducting a review of its grievance procedures. Comments were made to the effect that it was possible to raise specific and legitimate grievance issues within the University and yet for those issues to be completely ignored. Rod Nillsen requested that those comments be included in the Senate minutes.

7.2 Faculty of Arts – Mr P Vial
Nothing to report.

7.3 Faculty of Commerce – Mr Will Tibben
Nothing to report.
7.4 **Faculty of Creative Arts** – Dr Ian Piper  
Nothing to report.

7.5 **Faculty of Education** – Dr P Doulai  
Nothing to report.

7.6 **Faculty of Engineering** – Dr K Ward  
Meeting was held 5 September  
- Prof Chris Cook has been declared Dean of Engineering for another 4 years.  
- Engineering did well in ARC grants; 1 x QEII fellowship, plus a number of discovery grants.  
- Engineering got record first preferences for 2007; Early Entry applicants up also, particularly in Mining.  
- Engineering fared poorly in the space audit; may lose some labs that house expensive equipment; everyone upset because the audit only counted heads and not the value of the equipment.

7.7 **Faculty of Health and Behavioural Sciences** – Dr K T Win  
Meeting held 20 October  
- The Dean thanked Brin Grenyer for organising the 25 years celebration of the Northfields Clinic.

**Graduate School of Medicine**  
- Gary Butler, GP, has joined the GSM from the University of Sheffield as an Associate Professor; GSM will start on 29 January; 80 places for Medical Schools are available which include 72 domestic and 8 international; received 240 applications and interviewed 125 applicants over a week; offers will be made on 1 November 2006; most international candidates are from North America/Canada; offers were made early before other Medical Schools.
- Library has subscribed Medical databases such as AccessMedicine and MDConsult which can be accessible through the library databases.

**MIC**  
- Craig Patch presented a brief description of his role.

**Head of Health Sciences**  
- After several months of head hunting, an offer has been made and Prof McNaughton is yet to accept.

**Report from Acting Chair - Faculty Research Committee**  
- Discussed Honours scholarships and to encourage students to apply.
- Discussions related to concern about the quality of submitted writing of PhD theses, particularly grammar and expression and discussed with faculty representatives from different faculties on how the editing process was conducted in each faculty.

**Meeting held 8 December**  
- Professor John Patterson presented the faculty structure at the meeting.
- GSM will be located under the umbrella of Faculty of HBS and distributed the faculty structures to the attendees and sector responsibilities were included in the document.
- The structure will include 3 Deans, Executive Dean of HandBS (Prof. Iverson); Dean GSM (Prof. Hogg) and Dean, Division of HBS (Prof. Crookes).
- Head of Health Sciences – offer was declined; the head hunting will be continued.
- Prof Julie Steele and Peter Williams will be heading the discipline 1 and 2 respectively for the interim 12 months.

7.8 **Faculty of Law** – Mrs H Tootell  
No report from the Faculty of Law.
7.9 Faculty of Science – A-Prof W Susilo
No report from the Faculty of Science since their last meeting.

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 – (Dealt with under item 5)

7.13 Faculty Education Committee – (Dealt with under item 5)

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

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

7.16 University Internationalisation Committee – A-Prof Song-Ping Zhu
Meeting held 19 October- Dr M.I. Nelson attended the UIC meeting on behalf of A/Prof Song-Ping Zhu.

International Student Numbers
- 2006 has not been a happy year for onshore recruitment of international students; the main problem is China; numbers are also down from Hong Kong though this is due to a collapse of one program.
- Commerce and Business have been particularly affected by the drop in numbers from China; one course was down 52 students from the previous year; the Business school also increased their English language entry requirements by a small amount and this had lead to a decrease of 35% in international students.
- Every university in Australia believes that China and India are the markets that will sustain them in the future. Are there countries we can target from which most students are currently choosing to attend universities, that we would consider to be lower down the pecking order than UoW?
- New South Wales (as a state) is under-performing in its recruitment of overseas students; courses with maximum immigration points are winners.

Miscellaneous
- The number of US students studying abroad should increase from 165,000 to 1 million over the next few years; a bill was expected to go through the US Senate by the end of the year; students will only be sent to accredited institutions (?)..
- UoW Dubai is a research leader amongst universities in Dubai; DEST points at Dubai have doubled in the last 12 months.
- The International Studies Minor doesn't really work at the moment and needs to be reviewed.
- Impact of assaults on UoW students in Northfields Avenue to Gipps Street has led to a sense of insecurity amongst overseas students; approximately 10 students assaulted.
- The university sees an opportunity in providing programs which combine English language training linked to internships for overseas students.

7.17 Faculty WAC Committee – Ms A Panetta
The WAC Chair has reported that:
- WAC terms of reference have been revised and will be forwarded to the central OH&S Committee for approval within the next month.
- COGNOS is expected to be up and running in most Faculties by January 2007.

7.18 Wollongong University College Liaison Committee – A-Prof Fazel Naghdy
Nothing to report.
7.19 Academic Staff Development Committee - A-Prof Song-Ping Zhu
- The Academic Staff Development Committee (ASDC) held its last meeting of 2006 on Friday 27 October.
- Lorraine Denny reported that the University now has an NVivo site license, and that training for staff is being arranged by ITS; David Reynolds also reported that two training sessions for Heads and three sessions for staff had been conducted by PODS and Prof John Patterson in 2006; feedback from participants was positive; workshops will be continuing in 2007 to capture a greater number of staff.

8. Business from the Faculty Executive Committee - 23 November, 2006

8.1 Items discussed at meeting

8.1.1 QUALITY101 Working Party
Due to the departure of a number of key staff, the fundamental nature of the QUALITY101 Working Party has changed. Dr Anne Porter is currently the common nexus calling on members from the Schools at various times when needed. The Faculty Education Committee will need to decide on the future of the working party, given the recent changes. Dr Porter has proposed that the Faculty subject by subject approach used by the working party be changed to a School and program approach.

Dr Porter also reported on an opportunity for extra funding from the Deputy Vice-Chancellor (Academic) for the development of additional resources for a University-wide mathematics skills program.

8.1.2 Deletion of Subjects – CSCI408/CSCI908
SITACS wishes to delete the following subjects:
- CSCI408 – Distributed Java
- CSCI908 – Distributed Java

The subjects were introduced five years ago and have never been taught.

Resolution FAC06/22:
It was resolved to approve the deletion of the following subjects, effective from 2007: “CSCI408 Distributed Java and CSCI908 Distributed Java”.

8.1.3 Broadbridge Prize
SMAS wishes to implement the Broadbridge Prize, as attached to the agenda.

Resolution FAC06/23:
It was resolved to approve the Broadbridge Prize, as attached to the agenda.

9. Business from the Faculty Research Committee (Dealt with under Item 4)

10. Faculty Plan 2005-06

10.1 Final Progress Report
It was noted that the Final Progress Report of the 2006–06 Strategic Plan is complete with the Summary available on the Faculty’s web page.

10.2 Planning Conference
It was noted that the bi-ennial full Faculty Planning Conference was held at Berida Manor in Bowral on Thursday 30 November and Friday 1 December, with forward objectives for the new Strategic Plan developed.
11. ANY OTHER BUSINESS

11.1 New SEDLO Role
Ms Virginie Schmelitschek tabled an overview of her position gave a short introduction on her role as the newly appointed Student Equity and Diversity Liaison Officer (SEDLO), the position deals with a wide range of student issues and is shared by the Faculty of Engineering and the Faculty of Informatics.

Virginie noted her contact details as ext 5670 Mon-Wed (am) and on ext 3833 Wed (pm)-Friday, where she will be located in building 3, room 114.

11.2 Confirmation of Minutes from Extraordinary meeting held 11 December, 2006
The minutes from the meeting held 11 December, were confirmed as being a true and accurate recording. *(Moved Ms Gene Awyzio; seconded A/Prof Peter Hyland)*

12. DATE OF NEXT MEETING

The next meeting will be held 1 March, 2007.

Signed as a true record

Professor Joe Chicharo Chair

Ref: FAC. 06/2006
Committee Secretary (JJ Ext.5417)
12 February 2007