UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS

Minutes of Meeting No. 1/2007 held on Thursday, 1 March 2007  
at 1:30pm in Faculty Meeting Room, 39.150A.

PRESENT:  
A/Prof G Williams (Chair), Dr J Abrantes, Ms G Awyzio, Mr G Bewsell,  
Dr G Beydoun, Prof S Bouzerdoum, A/Prof I Burnett, Mr P Castle,  
Mr C Chang, Dr A Chatfield, Dr G Cox, Mr F Dau, Prof E Dutkiewicz, Dr M Edwards,  
Mr M Freeman, Prof J Fulcher, A/Prof N Gray, Prof D Griffiths, Prof X Huang,  
A/Prof P Hyland, Dr W Keerthipala, Mr A Krishna, Mr P Larkin, Dr S Lau,  
A/Prof T Marchant, Dr J McCoy, Ms P McFarlane, A/Prof P McKerrow, Dr K Michael,  
A/Prof Y Mu, A/Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson, Dr P Nicholas,  
Prof P Ogunbona, Dr S Phung, Dr A Porter, Ms M Ros, A/Prof K Russell,  
Ms V Schmelitschek, Dr J Shen, Dr M Sifer, A/Prof W Susilo, Prof D Soetanto,  
Mr W Tibben, Ms H Tootell, Mr P Vial, Dr K Win, Dr A Worthy, Dr T Xia, Dr J Yan,  
A/Prof M Zhang, Dr Z Zhou, A/Prof G Alici, A/Prof T Herrington, Ms A Meldrum,  
Ms S Neville, Mr A Michielin, Mr Q Bai

IN ATTENDANCE:  
Ms S Dewhurst, Ms J Johnson, Mr C Hadley

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Prof J Chicharo, Mr Craig Peden, Mr Brogan Bunt, Dr Ren Zhang

Confirmation of Minutes from previous meeting held 14 December, 2006
The minutes from the previous meeting, held 14 December, were confirmed as being a true and accurate recording.  
(Moved by A/Prof Peter Hyland)

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) and Faculty Research Committee Report
5. Associate Dean (Academic) and Faculty Education Committee Report
6. Heads of Schools Reports
The following item was starred late for discussion:
9. Any other business.

2.2. Unstarred Items
All unstarred items were endorsed.

3. DEAN’S REPORT

Staff
A/Prof Graham Williams reported:
- Solveig Dewhurst is taking 6 months combination of Rec Leave and Long Service Leave (last day 30 March); being replaced by Chris Hadley.
• Angelina Panetta is being married 24 March and taking 3-month honeymoon through Europe (last day 16 March); being replaced by Belinda Schuster (ex Commerce) to support SISAT with their course and subject proposals and Faculty marketing responsibilities.

• Due to Rei taking up the post of iCORE Chair of Information Security, Department of Computer Science, University of Calgary, Canada, Philip has assumed responsibility for TITR for a period of six months.

• Applications now closed for International Unit position and Dean's PA. Interviews to be conducted through the course of this month.

• Four staff members have recently joined SMAS from the University of Newcastle; the VC has provided funding; the staff members are, Prof Iain Raeburn, who is on the ISL list of highly cited researchers, A/Prof David Pask, A/Prof Jacqui Rammage and Dr Aidan Sims; until this year UoW had no staff listed on the highly cited lists but now have three and two of these are in SMAS.

• Workloads to have been completed by yesterday

Activities
• Discovery Days was held recently for Year 12 students from the Illawarra.

• Enrolment and Orientation (including PG orientation evening resulting in no enquiries).

• HDR Student Welcome Day luncheon was held in February with the following number of students attending:
  ➢ SC&SE = 4
  ➢ SECTE = 9
  ➢ SISAT = 4
  ➢ SMAS = 4

• Thank you to all staff for their assistance in these activities.

• the Enrichment Program is being revised to be conducted on Saturdays only; more information to follow (Faculty nominated Daniel Saffioti for an Excellence in Community Engagement award – yet to be determined).

• Event organised by JCI (Junior Chamber Illawarra) on Students Meet Professionals to be held earlier this year, possibly March/April.

Other Campuses
• Rajiv currently in India on recruitment drive.

• Joe in China consolidating partnerships.

Students
• Early Entry date set for University as 27/28 September.

• Revitalising Faculty’s marketing materials based on feedback from focus groups held last year.

• Domestic UG students down 11.9% – breakdown to be submitted to Heads.

• International numbers, on first glance, look to be steady.

Budget
• On track.

Other
• The Dean called for any comments recently regarding the decision to abolish the Executive Committee; all comments were positive; the Dean and Heads meeting will become more formalised.

• SISAT refurbishments discussions are underway, Peter to provide more information in his report.
University has changed the Faculty Plan template and reporting timeline again; operational report currently being collated from objectives set at Faculty Planning conference last year.

Research Information System Stage 1 now deployed; various fixes already applied to system; new Project Manager, Peter Evans (Bob Cole left University to go back to private enterprise); Stage 2 development commencing for Grants, HDR data, Scholarships and Consultancies.

BIST Review recommendations from Review Committee to retain but slated to SISAT; VC (Academic) yet to sign-off.

BCMP (Disaster Walkthrough Project) new BCMP Manager appointed; first meeting for BCMP coordinators to be held end this month.

CMS working hard on implementation schedule; faculty due to go into “content-freeze” mode on March 5; cut-over date still April 5; training to be provided.

Space Utilisation Project; as previously advised, lost some rooms to this audit last year; got some back; 39.150A went to common teaching area; Maths lost 2 whiteboard rooms; second audit being conducted this semester; lab utilisation also being considered.

Kronos; technical support staff migrated to Kronos March 5.

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

4.1 ITEMS DISCUSSED AT FRC MEETING

4.1.1 Membership of FRC

The membership of the FRC was discussed in light of the recent split of SITACS into two Schools and the conclusion of some members’ terms of office.

As a result, the following updates to current membership are required:

- The SITACS Head and nominee position has been split and requires the following nominees:
  - SCSSE Head’s nominee (term of two years from 1 March 2007 – 28 February 2009)
  - SISAT Head’s nominee (term of two years from 1 March 2007 – 28 February 2009)

- The positions of Director or nominee of the research strengths required as follows:
  - TITR (ex-officio position), due to resignation of former Director;
  - Centre for Statistical and Survey Methodology (ex-officio position), newly created as the Centre has recently been made a research strength.

- Representatives required for the two year terms (1 March 2007 – 28 February 2009) for research clusters in:
  - SCSSE
  - SISAT
  - IMAS

- The position of Director or nominee from the Faculty research strength, Engineering Manufacturing, also require filling.

The terms of the two elected positions, ie Faculty representative and HDR student representative, expire 30 June 2007 and 30 April 2007, respectively.

To note that the membership of the FRC requires to be updated accordingly and that nominations are to be called for to fill the seven newly-created positions and to replace the two representatives whose terms have expired.

4.2 ASSOCIATE DEAN (RESEARCH) REPORT

Prof Salim Bouzerdoum reported that:

- ARC grants; thanks to all those who reviewed grants for their colleagues in the faculty.
- New postgrads:
21 new HDR students enrolled this week (9 in SECTE and 4 in each of the other 3 schools).

In 2006, the faculty total HDR load was 135.25 EFTS, the highest in the University.

- RQF
  - Eligibility
    - 31 March and 3 months prior service for limited term appointment of less than 3 years.
    - Level B and higher with a 0.4 FTE appointment.
    - Postdocs, early career researcher and collaborators from overseas and industry can be included, but do not count in the volume.
  - Quality: four outputs accompanied with a CV and a context statement.
  - Impact: up to 4 case studies limited to 10 pages, not necessarily the same as the 4 outputs submitted for quality.
    - The panel chairs will be announced soon by the minister.
    - Discipline workshops organised to inform panel-specific guidelines; Prof. David Steel has been selected to participate in those workshops.

- UoW Process
  - Discussions with Dean and Research leaders.
  - Identification of groupings (1st quarter).
  - Each selected researcher will be asked to submit their top 8 outputs initially.
  - Participate in DEST trials in the 2nd quarter
  - Review complete draft by 3rd quarter.

- RIS is proving a challenging process for most faculties

5. ASSOCIATE DEAN (ACADEMIC) AND FACULTY EDUCATION COMMITTEE REPORT

5.1 ITEMS DISCUSSED AT FEC MEETING

5.1.1 DEST Requirements – 1 July 2007
The National Code for Education Services for overseas students (ESOS) from the Federal Government. Changes by July 1:

- students must do 24 cps per session and finish in minimum time.
- Two degrees, the Master of Professional Accounting and the Master of Computer Studies have been exempted from this requirement.
- ‘at risk’ students must be identified every 6 months or earlier and remedies put in place eg. restricted program, counselling etc; note that this process must be seriously documented.
- appeals against anything has a turn around of 20 working days.
- staff training will be organised.
- penalties to UoW can be financial or organisational.
- links to the ESOS act can be found on the University’s page for international students at http://www.uow.edu.au/student/international/index.html

5.1.2 Dean’s Scholars Programs for the Faculty
The proposal to implement Dean’s Scholars programs for the following Informatics degrees was approved by the FEC at it’s 8 February 2007 meeting:
Bachelor Engineering (Dean’s Scholars)
Bachelor of Computer Science (Dean’s Scholars)
Bachelor of Information and Communication Technology (Dean's Scholars)
Bachelor of Information Technology (Dean's Scholars)
Bachelor of Bioinformatics (Dean's Scholars)
Bachelor of Geoinformatics (Dean's Scholars)
Bachelor of Mathematics and Finance (Dean's Scholars)
Bachelor of Mathematics and Economics (Dean's Scholars)
Bachelor of Internet Science and Technology (Dean's Scholars)

The FEC recommends approval of the proposed degrees for introduction in Autumn session 2008.

Resolution FAC07/01:
It was resolved to approve the Dean’s Scholars programs for the following Informatics degrees, for introduction in Autumn session 2008:
- Bachelor Engineering (Dean's Scholars)
- Bachelor of Computer Science (Dean's Scholars)
- Bachelor of Information and Communication Technology (Dean's Scholars)
- Bachelor of Information Technology (Dean's Scholars)
- Bachelor of Bioinformatics (Dean's Scholars)
- Bachelor of Geoinformatics (Dean's Scholars)
- Bachelor of Mathematics and Finance (Dean's Scholars)
- Bachelor of Mathematics and Economics (Dean's Scholars)
- Bachelor of Internet Science and Technology (Dean's Scholars)

5.1.3 Subject Outline Checklist
A standard subject outline checklist has been drafted and approved for adoption from Spring session 2007.

A working group convened in September 2006 to revise the current subject outline checklists being utilised by the Schools. The checklists are for the information of each School and do not need to be submitted but should be retained in case of audit.. Schools are also able to add extra checkpoints to suit. (Moved by Prof David Griffiths)

Resolution FAC07/02:
It was resolved to approve the adoption of the Subject Outline checklist, as attached to the agenda, for adoption from Spring session 2007.

5.1.4 Membership of FEC
Due to the recent split of the School of IT and Computer Science, the membership of the FEC has required revision.

The current three SITACS positions have been removed and nominations are being called for the six newly created positions from SCSSE and SISAT.

To note that nominations are to be called for to fill the six newly-created positions.

5.2 ASSOCIATE DEAN (ACADEMIC) REPORT
A/Prof Graham Williams reported that:
- Graduate Attributes Policy replaces the Graduate Attributes and Tertiary Literacies reported previously by our last Assoc Dean (Academic), Fazel; qualities are UoW wide; capabilities are determined at Faculty or School level; should be seen to provide the desired capabilities; these must be developed and in subject handouts by July 2007.
- Teaching, Evaluation and Subject Surveys; on-line survey is useless but required; need a combination of the two so students are only surveyed once; subject survey once every 3 years, and tied in with the required subject review process; FEC will need to submit a program of subject reviews. The survey questions are currently being reconsidered.
• more Teaching and Learning funds; application April/May; funds will be used for lecture room refits and informal learning spaces.
• Vista4; not to be called that (or WebCT) but rather Elearning Space.
• AQUA audit due in 2011.

6. HEADS OF SCHOOL REPORTS

6.1 SCSSE – Prof Philip Ogunbona

Prof Ogunbona reported that:
• Prof Rei Safavi-Naini will be leaving at the end of March; she will be missed.
• the Linux Install Fests is running again this year; students are invited to register for the workshop.
• space is currently an issue with the split of SITACS into SISAT and SECTE.

6.2 SISAT – A/Prof Peter Hyland

A/Prof Hyland reported that:
• welcome to the new academic staff members from Information Systems from the Faculty of Commerce.
• a new Administrative Assistant to the HoS, Ms Lori Duffey, has been appointed; Lori has brought with her experience in the RIS area.
• there have been meetings recently on the School’s curriculum review of two BIST majors.
• building 39 will now be refurbished for a large cooperation partner to the Illawarra; the cooperation partner is incredibly important for UoW and also for employment in the Wollongong area; part of 39A will be refurbished to fit academic staff; in the meantime, SISAT HDR students will need to be re-located to two SCSSE teaching labs in building 3, thanks to Prof Philip Ogunbona; SISAT will need to be out of the front of building 39 in 3 weeks and into the new premises (back of building 39) in 9 weeks;

6.3 SMAS – A/Prof Graham Williams

A/Prof Williams reported that:
• Prof Matt Wand has started and is teaching a popular Honours course via the Access Grid.
• As mentioned in the Dean’s report, four staff members have recently joined SMAS from the University of Newcastle; Prof Iain Raeburn, A/Prof David Pask, A/Prof Jacqui Rammage and Dr Aidan Sims.
• Honours; 21 students are enrolled; AGR courses are being offered by several other Universities and UoW students are taking some of these subjects; the most recent Communique (published by ARD) mentions there was an audit of ‘Honours Guides’; across UoW, six guides were considered to be perfect including BMathEcon and BMathAdv.
• the Austin Keane Memorial art work in building 15 is now finished and can be viewed at any time. There will be a grand opening later this year.
• Prof David Steel was recently successful at receiving a CASR Grant (DEST- Collaboration and Structural Reform) for Applied Statistics Education and Research Collaboration. Worth $940K it involves collaboration of UoW, with Uni of Newcastle, UWS and Uni of New England; David was also successful at receiving other NHMRC grants.
• MISG (Mathematics in Industry Study Group); was recently held at UoW and was very successful; Assoc Prof Tim Marchant and Dr Maureen Edwards are heading the group; it will run again for the next two years. This year the problems further expansion hoped for in the future; problems considered included submissions from Bluescope Steel, Integral Energy, DSTO, Transpower and Trading Technology Australia.
6.4 **SECTE** – A/Prof F Naghdy

A/Prof F Naghdy reported that:

- he has been busy restructuring the governance of the School; with more balanced participation from staff; staff have started learning about marketing and liaison with local High Schools.
- HDR numbers are high; need to find space to accommodate the students.

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

Nothing to report.

7.2 **Faculty of Arts** – Mr P Vial

Meeting held 27/2/07

The Dean reported:

- staff changes and some appointment of a new IT in Social Science lecturer position.
- research grant applications, particularly from CAPSTRANS, an 8% increase in faculty budget (but don’t know how much research grants will be).
- student numbers were on target at 446 but exchange student/study abroad numbers were slightly down.
- space studies and new common teaching declarations have affected the Faculty, in that areas that were Faculty assigned, have been declared common but this could change again next year to the Faculties advantage.
- that he signed the ITS SLA noting it was now more an ITS backup service allowing the faculty to lease or own computers on a case by case basis and some different computer fit-out options were included with customisation possible with agreement of the Dean.
- the University Planning day in January, where the VC reportedly said that 2006 was a very good year for the University and personnel, at the coal face contributed to this.
- a DEETYA report now classifies faculties and the grouping Arts/Education/Social Sciences was ranked in the top band of Universities in these areas, which was good news.

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

Nothing to report.

7.7 **Faculty of Health and Behavioural Sciences** – Dr K T Win

No meeting for 2007 yet.

7.8 **Faculty of Law** – Mrs H Tootell

No meeting for 2007 yet.

7.9 **Faculty of Science** – A-Prof W Susilo

No meeting for 2007 yet.

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
Nothing to report.

7.17 **Faculty WAC Committee** – Ms A Panetta
No meeting for 2007 yet.

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
Meeting held on 13 February 2007
- A report on the Sessional Teaching Staff project was presented to the committee by Alisa Percy, who also requested a joint steering committee of UEC and ASDC be formed to manage the consultation process. The Chair of the committee, Prof Rob Castle, suggested the report be sent to all Faculties for comment from Faculty Executive. Rob agreed to present the report to the next UEC meeting as a late item.
- Lynne Wright presented a progress report on completion rates for the 13 staff awarded the Equity Fellowships in 2006 and 2005. A further three Fellowships have been awarded for 2007. It was suggested that the Equity Fellowships should be better advertised. At the moment, they are advertised each September, with a close-off of end September. It was also agreed that the selection criteria may need reviewing as the policy is now three years old.
- Sandra Wills presented a report on the July 2006 ITT course to the committee.
- Reports on training attendances during 2006 by academic staff were presented to the committee by PODS and Library. Meredith Morgan advised that the Training and Development Annual Report was no longer being produced by PODS, due to resourcing and readership considerations.

8. **Faculty Plan 2006-07**

It was noted that the University is in the process of revising their Strategic Planning Report template and timeline. Within this context, the Faculty Plan is being developed as an operational plan to progress the objectives identified at the recent Planning Conference which will be populated into the University’s template when finalised.

9. **Any Other Business**

9.1 **New Prizes**

9.1.1 **Itree Prize for Java Programming**
CS&SE has requested that the new Itree prize for Java Programming, as tabled at the meeting, be approved for introduction in 2007, noting that it will be available to students who complete CSCI213 (Java Programming and Object Oriented Design) in 2006.

**Resolution FAC07/03:**

*That the Itree prize, as tabled at the meeting, be approved for forwarding to the University Student Awards Committee noting that the prize will be awarded for the first time in 2007, ie it will be available to students who complete CSCI213 in 2006.*

9.1.2 **Itree Prize for Databases**
CS&SE has requested that the new Itree prize for Databases, as tabled at the meeting, be approved for introduction in 2007, noting that it will be available to students who complete CSCI235 (Databases) in 2006.
Resolution FAC07/04:
That the Itree prize, as tabled at the meeting, be approved for forwarding to the University Student Awards Committee noting that the prize will be awarded for the first time in 2007, ie it will be available to students who complete CSCI235 in 2006.

11. DATE OF NEXT MEETING
The next meeting will be held 26 April, 2007.

Signed as a true record

A/Prof Graham Williams (Chair)

Ref: FAC. 01/2007
Committee Secretary (JJ Ext.5417)
4 April 2007