UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of Meeting No. 2/2007 held on Thursday, 26 April at 1:30pm
in Faculty meeting room (39/150A).

PRESENT: Prof J Chicharo (Chair), Dr JAbrantes, Ms G Awyzio, Mr G Bewsell,
Dr G Beydoun, Mr P Castle, Mr C Chang, Dr A Chatfield, Dr N Chaudhuri,
Dr P Doulai, Prof E Dutkiewicz, Prof J Fulcher, Prof X Huang, A/Prof P
Hyland, Mr A Krishna, Dr W Li, A/Prof T Marchant, Dr J McCoy, Ms P
McFarlane, Dr R MacGregor, A/Prof P McKerrow, Dr K Michael, A/Prof Y Mu,
A/Prof F Naghdy, Dr P Nicholas, Prof P Ogunbona, Dr S Pan, A/Prof B
Perera, Dr S Phung, Dr I Piper, Dr P Premaratne, Dr C Ritz, A/Prof K Russell,
Prof J Seberry, A/Prof W Susilo, Prof D Soetanto, Ms H Tootell, Mr P Vial, Dr
K Ward, Mr Brian Webb, A/Prof G Williams, Dr K Win, Dr A Worthy, Dr B
Wysocki, A/Prof T Wysocki, Dr T Xia, Dr P Yu, A/Prof M Zhang, Dr Z Zhou, Mr
B Bunt, A/Prof T Herrington

IN ATTENDANCE: Mr C Hadley, Ms J Johnson

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
   Apologies were received from A/Prof G Alici, Ms A Meldrum, Mr P Larkin, Ms M Ros, Dr
   X-P Lu, Dr M Sifer, Dr J Shen, Dr S-P Zhu, Mr G Bowrey, A/Prof I Burnett, Ms V
   Schmelitschek, Dr L McAven, A/Prof D Pask, Dr J Yan, A/Prof G Naghdy, Ms L Corrin,
   Dr M Edwards, Dr L Dunn, Dr M Nelson, A/Prof J Xi, Dr S K Lau, A/Prof P McKerrow, Dr
   D Stirling, Prof A Ghose, Dr G Beydoun, Dr P Premaratne.
   It was noted that, Prof S Bouzerdoum, Dr Z Li and Prof F Safaei were on study leave.

   1.2 Confirmation of Minutes from previous meeting held 1 March 2007
   The minutes from the previous meeting, held 1 March, were confirmed as being a true
   and accurate recording subject to a minor alteration to the Head of School’s report for
   SCSSE. (Moved by A/Prof Ken Russell)

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

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

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

Congratulations

- Katina Michael was recently awarded a CEDIR fellowship.
- Maureen Morris was recently awarded the Octal Sessional Tutor/Demonstrator Award.
- Annette Worthy was awarded an Octal Faculty Award (only three Faculty Awards were presented across the University).
- Daniel Saffioti was awarded the Vice Chancellors award for Excellence in Community Engagement.
- Ian Piper was recently a recipient of the 25 Years Service Award with UoW.
- Thank you to retiring Student representatives (terms end 30 April) – Lewis Mitchell, Sarah Neville, Ben Wonson, Andrew Michielin, Vicky Feros, Quan Bai, Robert Brown and Sherine Antoun (elections are currently underway to select new student representatives).

Staff:

- Johlene Morrison has been appointed as the Administrative Assistant in the International office, who replaces Amanda Waren.
- Lynne Clements has been appointed as the Deans PA, who replaces Gina Portscher.
- Lachlan Webb has gone to ITS; his position will be advertised asap.
- Restructuring of Faculty finance operation; proposal is to move to centralized model; staffing for this will be in the form of a level 6/7 and a level 5 position; the faculty is currently going through the change management consultation process with the staff who are affected as recommend by the EB agreement; we expect that assuming all is well, the faculty will be making a recommendation to the executive in the next few weeks.
- Discussions continue with regards to the process of identifying a Director of TITR replacing Prof Rei Safavi-Naini; Prof Philip Ogunbona is currently the Acting Director.
- Some workloads are still outstanding; your attention to this matter would be appreciated.
- Call for nominations is currently underway from academic staff for Workplace Advisory Committee representatives.

Activities:

- Illawarra Career Market 8 and 9 May.
- Sutherland, Central West, St George markets also in May.
- Community Engagement Grants Scheme; round three applications close 27 April.
- Faculty Advisory Committee was held 19 April; the draft Faculty plan and first progress report were presented.
- Faculty Prize Night has now been set for 31 May.
- Enrichment Program will commence 26 May; participation is encouraged.

Other Campuses:

- Staff attended graduations at SIM and INTI during March.
- Bill Damachis, Rajiv Chadda and I have been to Jakarta to explore a new potential partnership with BiNUS (Bina Nusantara University); highly regarded private university which specialises in IT and Commerce; has 14,000 students enrolled in IT degrees.
- Partnership with HKUST (Hong Kong University of Science and Technology) has been abandoned as a result of unsuccessful attempts to recruit adequate students into the joint offshore program.
- Rajiv just back from India recruitment drive; follow-up trip which occurred in February.
- New campus UoWAB similar to UoWD by ITC proposed in Abu Dhabi. There are other initiatives being explored in the Middle East by ITC (the business is coming our way rather than us chasing it according to Mr. James Langridge, Vice-Principal (Overseas Operations).
Students:
- Domestic undergraduate enrolments are 19% down overall.
- UG IT market size continues to fall (4.26% of UAC first preferences down from 10.17% in 2001) but UoW market share increasing (12.33% in 2006, 14.65% in 2007);
- Looking to increase numbers by:
  - offering Deans Scholars program (high achievers)
  - re-reviewing and modifying existing degrees (such as BIT and BIS instead of IACT, along with other offering rationalization in SCSSE and a major revamping of the BIST degree majors)
  - marketing degrees in simple/non-academic language
  - additional school visits by academics in Illawarra and southern Sydney
  - break into new markets (ACT, western NSW)
  - international numbers up on last year by 5% (comparing Autumn this year with Autumn last year); the big drop occurred in the spring intake last year, this will be a big pressure point for the Faculty.
  - New immigration rules are likely to have a negative impact in concert with a very strong Australian Dollar; students could be forced to go to Canada to study; students will also need to be provided with English language courses.

Budget:
- On track as expected; Dean will be having a discussion with the executive on the 27th of April to discuss Faculty finances and student numbers amongst other things.

Other:
- Content Management System; cut-over date 24 April; Faculty web pages now ‘live’.
- Wollongong University College changing name to Wollongong College Australia from 30 April 2007.
- RQF; getting busier; the RQF Chairs have been chosen and trials are underway.
- Saudi and Jordanian scholarships; around 1000 generous scholarships are offered which include English language study to students coming to UoW on 4 May; there will be no quota for coursework students but research applicants will be assessed.
- Computer Lab Review Committee overview; a survey will take place of all computer labs across campus to determine usage and resources available in the labs; the Faculty will participate in the survey and submit a coordinated reply.
- This will be the last Faculty meeting held in room 39.150A due to the refurbishment taking place in building 39 to accommodate the Accenture group; the Faculty will lose the use of 39.150A from May 18; next Faculty meeting will be held in building 67.202 (McKinnon building) on June 14.

* 4. ASSOCIATE DEAN (RESEARCH) REPORT
in Prof Salim Bouzerdoum’s absence, A/Prof Tim Marchant reported that:
- RIBG and ARC LEIF grants due 7 May; committee will be previewing grants 27 April; check with RSO for more information.
- RQF process is ongoing; staff need to submit applications; identification of groupings in 1st quarter; participation in DEST trials in the 2nd quarter; review complete draft by 3rd quarter.
- Publications are due to the RSO tomorrow; Chris Bray will be collecting.
* 5. **ASSOCIATE DEAN (ACADEMIC) REPORT**

5.1 **ITEMS DISCUSSED AT FEC MEETING**

The Chair reported on the implications that the new ESOS Act will have on Faculty programs involving international students. In addition to the requirement for students to enrol in 24 cpts each session, there will be an obligation to identify and support students 'at risk'. Support and monitoring will have to be demonstrated for this group including MRP reports twice yearly. The Faculty will need to document and improve the support provided to assist students to become work ready. This may include adding an internship and other introductory work training components. Programs will have to show evidence of action to avoid putting students at risk.

5.2 **SCHOOL ITEMS**

- **School of Computer Science and Software Engineering**

5.2.1 **Deletion of course – Bachelor of Computer Bioinformatics**

Resolution FAC07/05:

*It was resolved to approve for the deletion of the Bachelor of Computer Bioinformatics, effective from 2008. The application for the Dean’s Scholars Program for this degree is to be withdrawn.*

5.2.2 **Deletion of course – Bachelor of Computer Geoinformatics**

Resolution FAC07/06:

*It was resolved to approve for the deletion of the Bachelor of Computer Geoinformatics, effective from 2008. The application for the Dean’s Scholars Program for this degree is to be withdrawn.*

- **School of Information Systems and Technology**

5.2.3 **Major Amendment - Master of Information Technology Management**

With regard to this course proposal, a question was raised about the learning support available in Dubai. The consultation with LDU did not appear to have taken place sufficiently to satisfy that the provisions for adequate facilities are in place. The resolution passed with the proviso that adequate support is assured.

Resolution FAC07/07:

*It was resolved to approve for the Master of Information and Technology Management to be offered on campus at UOW Dubai.*

5.3 **ASSOCIATE DEAN (ACADEMIC) REPORT**

A/Prof Graham Williams reported that:

- as there is no longer a Faculty Executive Committee, more details of the FEC will be reported at Faculty meetings.
- cancellation of two degrees, Bachelor of Computer Bioinformatics and Bachelor of Computer Geoinformatics with a major amendment to MITM UoWD offering.
- two Itree prizes hadn't been through the School or FEC meetings but were allowed retrospectively to be approved.
- UEC Chairs of FEC’s and some committees have discussed ESOS (Government Act to commence July 2007); international students will have to complete 24 cpts unless they are in a degree with a program where 18 cpts is the standard for all students; training will
be provided to staff shortly and in the meantime there is a good website on the staff intranet.

- Skilled Migration Policy for students who want to apply for a permanent residency visa will come into effect for graduands in August 2007; if students want migration points they will need an IELTS result of 7 plus other demonstrated work skills.
- Graduate Qualities; to replace Graduate Attributes and Tertiary Literacies; staff are encouraged to forward any comments; the Faculty will be proposing our own Faculty Attributes to be included on all subject handouts by July 2008.

* 6. **Heads of School Reports**

6.1 **SCSSE – Prof Philip Ogunbona**

Prof Ogunbona reported that:

- Prof Rei Safavi-Naini has resigned to take up a Research Professor position at the University of Calgary; he would like to acknowledge Rei for her contribution to the Faculty, School and the University over the last 15 years.
- the position advertised for a lecturer in Multimedia and Game Development closes next week and the successful applicant will start in Spring session.
- congratulations to Daniel Saffioti who was awarded the Vice Chancellors award for Excellence in Community Engagement; thank you for all your great work towards the Enrichment Program.
- congratulations to Ian Piper for receiving the UoW 25 Years Service Award.
- Willy Susilo, Jo Abrantes, George Zhou, Tianbing Xia and Aneesh Krishna were recently successful at receiving a $10K Educational Strategic Development Fund Grant (ESDF).
- George Zhou recently received a Microsoft Grant for $35K.
- there have been 18 ARC grant submissions from the School in the current round; 1 URC Partnership, 1 NHRMC and 1 Australia-China Fund.
- the recent Linux Install Fests organised by Daniel Saffioti was very successful.

6.2 **SISAT – A/Prof Peter Hyland**

A/Prof Peter Hyland reported that:

- the School is settling down and now in the process of moving out; research students have moved already; it was noted that the Dean acknowledged and thanked staff for all their efforts and cooperation in the move.
- curriculum review work is ongoing; looking to cut four degrees.
- research activity ongoing.

6.3 **SMAS – A/Prof Timothy Marchant**

A/Prof Timothy Marchant reported that:

- welcome to new staff member, Dr Aidan Sims.
- congratulations to recent Octal Award Winners, Maureen Morris is the winner of the Sessional Tutor/Demonstrator Award and Annette Worthy is the winner of the Faculty Award for Informatics.
- congratulations to Phillip Laird who’s been appointed an Honorary Principal Fellow for three years.
- Song-Ping Zhu has been appointed the Head of Institute of Mathematics and Applied Statistics (IMAS).
• Thank you to Pam Davy for organising the Euler Seminar which involved talks with undergraduate students and staff.
• the Austin Keane Memorial art work in building 15 is now completed; located on the left of the central stairwell; the opening is scheduled for June 5.

6.4 **SECTE – A/Prof Fazel Naghdy**

A/Prof Fazel Naghdy reported that:

• new staff member, Andrej Jausnik, Computer Support Officer has started with us; Lachlan Webb has left; a new position will be advertised shortly.
• meetings have been held for the staff and students forum at both undergraduate and postgraduate levels; progress of first year students has been monitored by Christian Ritz and students at risk are contacted.
• the School has been busy developing various strategies to approach high schools which include, new promotional flyers, Girl Guides, developing a high school competition, setting up new undergraduate scholarships and visits to schools.
• off-shore teaching at Zhengzhou University is starting intensively this year; four academic staff will be teaching in the first session and another four in the second session.
• funding from Integral Energy to Power Quality and Reliability Research Centre approved; $1000,000 over three years including two academic positions.
• the Australian Power Academy, 15 May in Melbourne; package of 25 undergraduate scholarships is being offered to Australia-wide universities; worth $13,000 p/year.
• it was noted that the Dean acknowledged and congratulated Sarath Perera and team for the renewal agreement of the Integral Energy Power Quality and Reliability Centre (IEPQRC) for another 3 year period.

7. **COMMITTEE MEMBERS’ REPORTS**

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

Nothing to report.

7.2 **Faculty of Arts** – Mr P Vial

Nothing to report.

7.3 **Faculty of Commerce** – Mr Will Tibben

Meeting held at 12.30pm on Tuesday 6 March 2007.

*Dean of Commerce Report*
- The Dean was pleased to see people working together at the recent Planning Days. The Faculty Purpose document, which provides guidelines for the Faculty for the next three years, was presented to staff at these planning sessions. The RASCI planning tool, an aid in implementing the Purpose document throughout Faculty's projects, processes and procedures, will be introduced to all staff via workshops coordinated by the Faculty Executive Manager.
- The Commerce Study Centre has now been closed and the area will be redeveloped into the Faculty Research Centre, which will provide an area for Faculty research support staff, a small meeting room, as well as offices for visiting researchers.
- Workload Models were rolling out and almost completed and advised that he would be emailing a usable Excel spreadsheet to assist staff in preparing their model. The next
stage will be another meeting of the Workloads Reference Group to discuss feedback on the process.

**General Business**

- Introduction to officers from Personnel Service were made: Commerce Human Resources Advisor (Katrina Wonson) and Commerce Team recruitment Officer (Marcia Clark). They explained the restructuring of their unit and summarised their responsibilities. Monthly information sessions, workshops and educational seminars are proposed.
- Presentation on Healthy Lifestyles by Christine Wirtz (Dietitian and Exercise Physiologist, URAC). Ms Wirtz advised the meeting of the new services at URAC. These include physiotherapy, consultation on healthy eating plans, massage and workers’ compensation back-to-work exercise plans.
- Deputy Dean, Trevor Spedding, offered independent advice for staff applying for Probation and Promotion.
- The election of the Commerce rep to Informatics will be announced by email.

Next scheduled meeting of the Faculty of Commerce is 24 April 2007.

### 7.4 Faculty of Creative Arts

- Dr Ian Piper

Nothing to report.

### 7.5 Faculty of Education

- Dr P Doulai

Meeting was held on Tuesday 3rd April 2007.

The items of our general interest/information included:
- a brief presentation by Professor Jan Wright on Quality of Publicly Funded Australian Research.
- a discussion on UEC regarding Dean's Merit List versus Dean's Scholarship.
- Professor Barry Harper’s retirement; in fact the meeting was the last Barry chaired; Brian Ferry will be acting Dean till an appointment is made for Dean of Education.
- Discussions and new policies regarding marketing materials, online submission of casual time-sheet, code of practice and subject evaluation/staff evaluation.

### 7.6 Faculty of Engineering

- Dr K Ward

Meeting held on 3 April

- New UG enrolments in Engineering for 2007 are up. Total 331 compared with 289 for 2006.
- The 3-yearly OHS Work Cover audit is expected on 19-23 June 2007.
  Engineering believes they will be targeted for inspection and are preparing for this.
- Work on the Building 8 renovations has commenced and is expected to be completed by 2008.
- The Multipurpose Computing Labs have been completed in Building 1 and are in use.

### 7.7 Faculty of Health and Behavioural Sciences

- Dr K T Win

The faculty meeting has been postponed and will be held on the 27 April.

### 7.8 Faculty of Law

- Mrs H Tootell

Nothing to report. The next meeting is scheduled for early May.

### 7.9 Faculty of Science

- A-Prof W Susilo

No report from the Faculty of Science.

### 7.10 University Research Committee

- A-Prof Tim Marchant *(Dealt with under item 4)*

### 7.11 Faculty Research Committee

- A-Prof Tim Marchant *(Dealt with under item 4)*

### 7.12 University Education Committee

- A-Prof Graham Williams *(Dealt with under item 5)*
7.13 Faculty Education Committee – A-Prof Graham Williams *(Dealt with under item 5)*

7.14 Library Consultative Committee – Ms Valerie Baker
The library committee have not met; 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 B Schuster
Meeting held on 8 March
- No major "lost time" injuries to report
- A number of WAC committee members have been participants in OHandS training associated with their roles as members.
- Member units have been asked to nominate an alternate representative to attend meetings when the usual member is not available.

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
Nothing to report.

8. Faculty Plan 2006–07
The current draft of the Faculty Plan will be placed on the Faculty intranet site soon, although it is subject to change between now and the submission deadline in late July.

9. Any Other Business
No other business to report.

10. Date of Next Meeting
The next Faculty meeting will be scheduled for 14 June 2007. Please note the change of venue: Building 67 (McKinnon Building) Room 202 (Moot court).

Ref: FAC 02/2007
Committee Secretary (JJ Ext.5417)
22 May 2007