UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
Minutes of Meeting No. 3/2007 held on Thursday, 14 June at 1:30pm in Building 67 (McKinnon Building), Room 202 (Moot court).

PRESENT:
Prof J Chicharo (Chair), Ms V Baker, Mr G Bewsell, Dr G Beydoun, Prof M Bunder, Mr C Chang, Dr A Chatfield, Dr N Chaudhuri, Dr G Cox, Dr F Dau, Dr P Doulai, Prof E Dutkiewicz, Mr M Freeman, A/Prof P Hyland, Dr Vic Keerthipala, Mr A Krishna, Dr W Li, Dr X-P Lu, A/Prof T Marchant, Dr J McCoy, Dr K Michael, Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson, Prof P Ogunbona, Dr S Pan, A/Prof S Perera, Dr S Phung, Dr A Porter, Dr C Ritz, Ms M Ros, Ms V Schmelitschek, Prof J Seberry, Dr J Shen, Dr A Sims, Dr D Stirling, Prof D Soetanto, Mr W Tibben, Mr P Vial, Dr K Ward, Mr B Webb, A/Prof G Williams, Dr K Win, Dr B Wysocki, A/Prof T Wysocki, A/Prof M Zhang, Dr Z Zhou, A/Prof G Alici, A/Prof T Herrington, Mr Charo Serventy, Ms Rachel Bunder, Mr Oliver Towers, Mr Jason Bridgman

IN ATTENDANCE: Mr C Hadley, Ms J Johnson

1. PRELIMINARY BUSINESS
   1.1 Apologies, Leave of Absence
   Apologies were received from A/Prof I Burnett, Mr B Bunt, Dr M Edwards, Prof J Fulcher, Prof A Ghose, Prof D Griffiths, Mr P Larkin, Dr S Lau, A/Prof Y Mu, A/Prof P Nicolas, A/Prof K Russell, Dr M Sifer, A/Prof W Susilo, Ms H Tootell, Dr A Worthy, Dr T Xia, Dr J Yan, Dr R Zhang, Prof S-P Zhu
   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 26 April 2007
   The minutes from the previous meeting, held 26 April, were confirmed as being a true and accurate recording subject to addition of Mr Brian Webb to the attendees list. (Moved by Prof Fazel Naghdy)

   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
   Late starring of item:
   7.3 Faculty Committee Members' Report from the Faculty of Commerce faculty meeting

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

**Congratulations:**
- Linkage Projects – successful Informatics applications 37.5% of UoW’s funding for this round.
- Prof Matthew Wand; admitted as a “Fellow” of the prestigious Institute of Mathematical Statistics.
- The following staff who have been successful in their recent probation application, Dr Grant Cox, Dr Frithjof Dau, Dr James McCoy, Dr Son Lam Phung, Dr Mark Sifer, Dr Zhiquan (George) Zhou.
- Fazel Naghdy and Song-Ping Zhu in their recent professorial promotions.
- Katina Michael and Michael Michael for their ‘Rise of Homo Electricus’ presentation at the Uni in the brewery on 16 May.

**Staff:**
- Rajiv Chadda resigned.
- Rachel Weine appointed as International Officer in the International Office.
- Casey Delaney resigned and now working in Faculty of Commerce International Unit.
- Hayley Koot working in the Enquiry Centre as a casual whilst permanent appointment for the Enquiry Centre is being finalised.
- Angelina has returned from her honeymoon and is back at work; her surname is now Lonard; thanks to Belinda Schuster for filling in during Angelina’s absence.
- Restructure of Faculty Finance operations, an update:
  - Approval has been given for centralising the faculty Finance operations with two positions (level 6/7 and a level 5).
  - This restructure makes the previous SITACS finance position redundant effective from this week, although Karen Williams is still continuing with that role until the central positions have been filled.
  - The level 6/7 ad has been finalised and is being advertised this weekend.
  - I would like to thank all of the people involved and affected by the changes for the excellent level of co-operation.

**Activities:**
- Spring Session HDR Student Orientation and Enrolment Day will be held on Tuesday 24 July, in the UniCentre Function Rooms.
- Faculty representatives have attended careers markets in the Illawarra, Sutherland, Kogarah, Forbes, Dubbo, Bathurst, Smiths Hill, Warilla and Campbelltown and will be attending further markets in Canberra in August.
- Year 10 Information evenings being held in Sutherland on 18 June and at UoW on 19 June.
- Faculty Prize Night was held on 31 May.
- Enrichment Program – first topics being held this Saturday 16 June.
- Orientation for Spring session taking place on Monday 16 July, followed by enrolment of new students on Wednesday 18 July.
- Year 12 Information Day being held on 3 July, 6pm – 8pm, for students interested in Engineering, Science and Informatics careers; stalls will be manned by prospective employers pertinent to the Science, Engineering and IT sectors, as well as UoW Careers Office, current students, UoW graduates and UniAdvice / Faculty Staff.
**Other Campuses:**
- Offshore programs continue to perform well; SIM program doing very well with enrolments increasing; the departure of the UNSW site in Singapore seems to have increased enrolments to our program.
- UoWD funding model has been changed; the new model is quite different to previous model; unsure of impact for the Faculty.

**Students:**
- Course offerings for 2008 being finalised; some degrees deleted and new courses in the process of approval; more information in Associate Dean (Academic) report.
- Dean’s Scholars programs approved by Academic Senate.
- Registrations for Early Entry interviews open on 1 July.
- Changes to skilled migration and ESOS regulations will have the potential to impact on enrolment numbers; training sessions are being developed for general staff and academics who advise international students to ensure that the University is meetings its requirements under the new Act.
- Virginie Schmelitschek (SEDLO) will be establishing a couple of equity projects for the faculty:
  - developing a mentoring training program for students having difficulty with their studies
  - developing a support network for women in Informatics

**Budget:**
- Impact of Federal Budget on Universities:
  - Changes to the Commonwealth Grant Scheme (CGS):
    - over-enrolments; up to five per cent of over-enrolments will be fully funded under the CGS, with no financial penalties accruing to universities that over-enrol by more than this amount; universities will not receive any further Government Contributions for students enrolled over the 5% limit, but will be able to access student contribution amounts for which student can use HECS-HELP.
    - under-enrolments; the repayment penalty for under-enrolment greater than 1% remains, but universities will be guaranteed funding of 95% of agreed amounts even if a course is under-enrolled by more than 5%.
    - the budget provides that Masters by Coursework students will now be able to be funded under the CGS where the qualification is necessary for entry into a profession.
    - good news: funding for Maths courses increased- not sure of the impact.
  - Research; the budget did not provide any significant funding increases for research block funding or competitive funding through the Australian Research Council (ARC).

**Other:**
- Audit of General Computer Controls – the scope of the audit is to assess the robustness of key IT systems solely managed by the faculties and not remotely maintained via the Local Area Network; it will involve an assessment of the adequacy and effectiveness of General Computer Controls in the Faculties of Commerce, Engineering and Informatics and will be limited primarily to inquiries of relevant personnel, inspection of evidence, and observation and enquiry about the operation of procedures in place.
- Proposed compulsory Research Methods type subject for all new HDR students; not compulsory, faculties can choose; further discussions at next FRC meeting.
• ITS currently undertaking a planning process to plan for the next 5 years and are consulting with Faculties to gauge their requirements; Faculties are to put forward a vision and strategic plan.

• Winter graduation dates:
  ➢ **Awards from SECTE:** 9:45 am Thursday 19 July
  ➢ **Awards from SCSSE, SISAT and SMAS:** 9:45 am Friday 20 July
  ➢ You must register if you wish to be part of the academic procession, contact Angelina for more details.

• Some workloads are still outstanding, please ensure this is finalised soon; the Dean advised that he will be following up outstanding workloads which need closure.

• Corporate Credit cards; concerned about corporate credit card usage and level of expenses incurred within the Faculty; the Dean will look at reviewing the continuation of credit card extensions.

• Nominations are required for 5 Faculty rep positions on the Academic Senate; the positions will be for a 2 year term; nominations are now open and you can download a nomination form for the position from the Informatics staff web site; nominations close at cob on Friday 22 June and completed forms should be lodged at the Informatics Student Enquiry Centre; should more than five nominations be received for these positions, an election will be held in the Student Enquiry Centre on Monday 25 June; further information is available from Julia Johnson; the current positions expire 30 June 2007.

• Thank you to the current representatives; Rod Nillsen, Ian Piper, Anne Porter, Jennifer Seberry and Tadeusz Wysocki whose membership expires at the end of June.

* 4. **ASSOCIATE DEAN (RESEARCH) REPORT**

  in Prof Salim Bouzerdoum’s absence, A/Prof Tim Marchant reported that:

• URC meeting is being held next week.

• Congratulations to ARC Linkage Grant winners Song-Ping Zhu, David Steel and Ray Chambers.

• RIBG grant results to be announced soon.

• Discussion of conflict of interest rules for thesis examiners, particularly the requirement that supervisors must not have collaborated with the examiners over the past 5 years; examiners can only be used once every 12 months; contact Kim Roser from the Research Student Centre for further clarification or download information from their website.

* 5. **ASSOCIATE DEAN (ACADEMIC) REPORT**

  5.1 **ESOS ACT**

• The new responsibilities towards overseas students will be changing substantially from 1 July; the impact will be the way we deal with international students, care will need to be taken when first advising students; undergrads have to pass 24 cpts per session; 2 year postgrads to pass 18cpts per session; students who receive an extension of 6 months for any reason will have to receive another COE and Offer letter.

• There is a great deal of information available via the staff intranet at: https://intranet.uow.edu.au/content/projects/ncp/index.html

  5.2 **REPORT BY ASSOCIATE DEAN (ACADEMIC)**

• Minimum Rate of Progress (MRP); will now be run twice a year; some students can be put on referral and probation; strategies need to be put in place by the Faculty for students who may fail by next year; over 600 students are currently on MRP.
• Immigration Policy rules have changed; students will have to prove to have an IELTS of 7 with work experience; visas will be given for 18 months extra; there is a danger of losing students; Faculty will need to provide English language courses and workplace training with cost to the Faculty.

• FEC; most items to be passed are due to the formation of the new School; Peter Hyland and whole School have worked incredibly hard; any questions, refer to Peter Hyland; Dean's Scholars has been approved by Senate.

• Early Entry registration opens 1 July.

• UoW has recently been making changes for students with disabilities; the Faculty is being advised in writing about students and their symptoms; number of students with disabilities have increased by 30%; any questions, direct to Graham Williams or Virginie Schmelitschek; funds have been provided for two projects, a mentoring program and a support network for women in maths.

• UEC; Special Consideration has now changed name to Student Academic Consideration; no major changes to policy; timelines have been tightened; students have to provide documentation within 3-5 days; a Statutory Declaration is sufficient documentation.

• ESDF Grants to come up soon; funds will go to Teaching and Learning Grants; looking at combining both.

5.3 SCHOOL OF ELECTRICAL, COMPUTER AND TELECOMMUNICATIONS ENGINEERING

The FEC recommended:

5.3.1 Change of Course requirement for pre-requisite

Resolution FAC07/08:

It was resolved to approve the change of pre-requisite from 2008, for the Course Requirement for the Bachelor of Engineering majors in Computer Engineering, Electrical Engineering and Telecommunications Engineering and its associated double degree to be amended with the following clause deleted:

All BE students must sit for and perform satisfactorily in an English Literacy Test organised by the School in association with the Student Learning Development Centre within Student Services. The test will be held during the first session of a student's enrolment at the University. It is a requirement of the degree that the student perform satisfactorily in at least one such test prior to enrolment in ECTE457 Thesis.

Students who are deemed to require tuition in literacy in order to complete this requirement will be advised accordingly, and will be required to repeat the literacy test the following year. Enrolment in, and attendance at literacy courses will be the individual responsibility of the students concerned.

5.3.2 Change of Entry requirement

Resolution FAC07/09:

It was resolved to approve for the amendments to the Entry Requirements/Assumed Knowledge for the Bachelor of Engineering, majors in Computer Engineering, Electrical Engineering and Telecommunications Engineering to take effect from 2010 as follows:

Assumed Knowledge: Any 2 units of English plus Mathematics (not General Mathematics). [Previously included and will do so until 2010 “any 2 units of Science”].

Recommended Studies: HSC Mathematics Extension 1 and Physics. [Previously included and will do so until 2010 “English Advanced”] be approved.
5.4 SCHOOL OF COMPUTER SCIENCE AND SOFTWARE ENGINEERING

The FEC recommended:

5.4.1 Change of pre-requisite

Resolution FAC07/10:
It was resolved to approve for change of the pre-requisite for CSCI311 Software Process Management. Current pre-requisite is listed as CSCI222 or CSCI205. From 2008, this will change to CSCI205.

5.4.2 New subject proposal

Resolution FAC07/11:
It was resolved to approve for the name change of CSC Computer Security to "Cryptography and Secure Applications" and revised pre-requisites, content and objectives for the subject.

5.4.3 Deletion of degree

Resolution FAC07/12:
It was resolved to approve for the deletion of the degree MDigMedia from 2008, due to falling enrolments.

5.4.4 New subject proposal

Resolution FAC07/13:
It was resolved to approve for CSCI319 Distributed Systems to replace CSCI214 Distributed Systems which will be deleted in 2008. In addition to the modernisation of the content, the subject is being shifted back to 300-level. The shift to 300-level is necessitated by the 200-level curriculum becoming more prescribed and leaving little room for electives.

5.4.5 Deletion of subjects

Resolution FAC07/14:
It was resolved to approve for the deletion of CSCI214 Distributed Systems from 2008.

5.5 SCHOOL OF INFORMATION SYSTEMS AND TECHNOLOGY

The FEC recommended:

5.5.1 Deletion of Master of Electronic Commerce degree

Resolution FAC07/15:
It was resolved to approve the deletion of the degree Master of Electronic Commerce from 2008.

5.5.2 Deletion of Bachelor of Information and Communication Technology-Bachelor of Laws Double Degree

Resolution FAC07/16:
It was resolved to approve for the deletion of the degree Bachelor of Information and Communication Technology and the double degree with Law from 2008. The application for Dean's Scholars for this degree is to be withdrawn.
5.5.3 BIST Course rule changes

Resolution FAC07/17:
It was resolved to approve for the deletion of the majors Internet Technology and Internet Science from the Bachelor of Internet Science and Technology from 2008

5.5.4 Subject code changes

Resolution FAC07/18:
It was resolved to approve for scheduled changes of subject codes and names as proposed in the attached document

6. HEADS OF SCHOOL REPORTS

6.1 SCSSE – Prof Philip Ogunbona
Prof Philip Ogunbona reported that:
- congratulations to George Zhou on his recent probation success.
- new staff member, Dr Casey Chow is commencing with the School later this month to fill the position of lecturer in Multimedia and Game Development.
- Course reviews; minor change to the BCompSc, to reduce number of majors such as Distributed Systems; MCompSc and MCompSc (Adv) to be restructured.

6.2 SISAT – A/Prof Peter Hyland
A/Prof Peter Hyland reported that:
- relocation; about 12 permanent staff and 6 contract staff have moved into 39A; we expect to move the rest within about a fortnight.
- staffing; Viji Venkat has replaced Michelle Thomas who is on maternity leave.
- several contract staff, including Bob Brown, Linda Corrin, Omar Garcia, Belinda Parrish, Hai Tri Le and Wesley Gao will be finishing off their current contracts in the next few weeks; I would like to thank them for their contribution to the school; we will only have one contract staff member next session and that will be Chee Fon Chang.
- curriculum development; SEC accepted the applications to amend 4 degrees (BIT, MICT, MICT(Adv) and MITM) and to introduce 3 new degrees (BIS, MIS, MIS(Adv)) and for 6 new subjects; draft versions of this documentation have been circulated to all HoS’ in the Faculty, for their comment.

6.3 SMAS – A/Prof Tim Marchant
A/Prof Tim Marchant reported that:
- congratulations to Grant Cox and James McCoy on their recent probation and to Song-Ping Zhu for his recent successful promotion.
- opening of new postgraduate room; related to need for more space as SMAS has grown significantly with 6 new academic staff and 5 more staff to come.
- Maths Teachers Day on the 26 June.
- Year 12 revision program for extension maths students from St Marys and Edmund Rice Colleges at the end of June.

6.4 SECTE – Prof Fazel Naghdy
Prof Fazel Naghdy reported that:
- congratulations to Son Lam Phung on his recent probation.
- the recent advertisement for the position of Computer Systems Officer has failed to attract applicants; the closing date for the position has been extended.
• to advertise two positions (one lecturer and one professor) for Power Quality.
• goodbye to staff member, Ibrahim Raad who is leaving us to concentrate on his Phd.
• I would like to formally thank and acknowledge Tracey O’Keefe for all her assistance with the limited administrative support recently (absence of Sasha Nikolic who recently married, Maree Burnett (on sick leave) and Roslyn Causer-Temby (on recent leave)).
• academic forum was held yesterday; progress has been made on action plans; half yearly review reported in terms of scholarships, development and curriculum, attracting females to SECTE degrees and PASS for subjects.
• currently reviewing MIT degree.
• shortage of space for academics by two offices.
• currently renovating the staff room.

7. COMMITTEE MEMBERS’ REPORTS
Representatives are requested to submit their reports to the Committee Secretary for distribution no later than 24 hours prior to the meeting date.

7.1 Academic Senate – Dr I Piper/Prof J Seberry/A-Prof R Nilsen/ Dr A Porter/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
Report from Will Tibben in response to a question from the Dean about the new structure that was approved by the Commerce Faculty meeting on 12 June:
Will explained that the primary motive for the restructure was to better delineate between academic and administrative responsibilities within the Faculty. In addition to this, greater emphasis was given to academic issues with the retention of the role of Director of Teaching and Learning along with the revival of Associate Dean positions.

Reports on Commerce Faculty meetings held on Tuesday 24 April 2007 and Tues 12 June 2007.
Meeting held on 24 April 2007
- Associate Professor Mary Kaidonis has been appointed to the position of Head of the School of Accounting and Finance.
- The Commerce Central renovations have commenced.
- Research Unit is currently undergoing re-structuring in response to RQF; the Unit will be moving to new premises in the near future.
- It was noted that requests from students for an early examination is becoming a regular occurrence; staff were advised to refer to university policy where, except in exceptional circumstances and at the discretion of the Deputy Dean, the answer should be ‘no’.
- The Director of Teaching and Learning encouraged staff to apply for the inaugural Teaching and Learning Better Futures Grants
- The Teaching and Learning Director and the Teaching and Learning Quality Coordinator will be attending concurrent sessions of the AACSB (The Association to Advance Collegiate Schools of Business) conference in May to determine how to proceed with the Faculty’s accreditation.
Meeting held on 12 June 2007

- Faculty Marketing and Public Relations Officer has been appointed.
- The Student Equity and Liaison Officer outlined her key responsibilities in relation to International and Domestic students; special mention was made of new procedures and policies re new legislation concerning International students.
- Elections for Academic Senate and Workloads Committee conducted.
- A draft structure for the faculty was presented and explained; the purpose of the new structure is to better delineate academic and administrative responsibilities, voted and accepted.
- The Director of Teaching and Learning announced successful Teaching and Learning Better Futures Grants.

7.4 Faculty of Creative Arts – Dr Ian Piper
Nothing to report.

7.5 Faculty of Education – Dr P Doula
The Faculty of Education cancelled their 5/6/07 meeting. Hence, no report for Faculty of Education this round.

7.6 Faculty of Engineering – Dr K Ward
Nothing to report. There has been no Faculty of Engineering meeting since the last report.

7.7 Faculty of Health and Behavioural Sciences – Dr K T Win
Meeting held on 27 April 2007
It was noted:
- difficulty in attracting Head of Health Science and informal head hunting is being conducted.
- NVivo course is arranged for researchers and academics from Health and Behavioural Science.
- seriously disturbed students have been visiting HBS student centre recently, to deal properly with this issue, Mental Health First Aid course will be requested to PODS.

7.8 Faculty of Law – Mrs H Tootell
Law faculty meeting cancelled again.

7.9 Faculty of Science – A-Prof W Susilo
Meeting held 4 May 2007
- Mark Nelson and Anne Porter visited Faculty of Science; Mark Nelson discussed how to improve Mathematics for Science students; Anne Porter discussed the summertime math and the possibility of collaboration on the Teaching and Learning Fund.
- The Dean highlighted the 1000 scholarships per year provided for students from Saudi Arabia to study abroad; UoW will come to the bid, and if UoW is the preferred university, then UoW will have to have some guaranteed places for Saudi Arabian students; The Dean mentioned that the result should be known in a due course; all students who will be coming through this program must pass the IELTS test on-shore.
- The Faculty of Science is preparing the Teaching and Learning Risk Audit for the AUQA survey preparation for 2012; the activity includes the study on inconsistency about policies across faculties, for example how to handle plagiarism.
- The Faculty of Science nominated a Standing Acting Dean to act whenever the Dean is away.
- The Dean highlighted that the Web Content Management System project is progressing; the next phase will include: 1) research and 2) number of templates that can be provided for faculties and research strengths.

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
   Nothing to report.
7.15 Report from the Faculty Librarian – Ms A Meldrum
   Nothing to report.
7.16 University Internationalisation Committee – Prof Song-Ping Zhu
   Nothing to report.
7.17 Faculty WAC Committee – Ms B Schuster
   Meeting held on 3 May 2007
   - The Workplace Advisory Committee reminds all staff to fill in a Travel Absence Form and if needed a field Activity Risk Assessment Form when participating in off campus activities. Forms and guidelines are available on line from the UOW OHandS website.
   - A number of staff failed to follow the safety procedure for evacuating the building when a drill was held in building 3 in April. It has been noted that building 3 needs additional signage showing the location of evacuation points. Basic emergency principles and specific building information should be included with induction for all new staff.

7.18 Wollongong University College Liaison Committee – Prof Fazel Naghdy
   Nothing to report.
7.19 Academic Staff Development Committee – Prof Song-Ping Zhu
   Nothing to report.

8. Any Other Business

9. Date of Next Meeting
   To note that the next Faculty meeting will be scheduled for 2 August 2007.

Ref: FAC. 03/2007
     Committee Secretary (JJ Ext.5417)
     20 June 2007