UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  

Minutes of meeting No. 4/2007 held on Thursday, 2 August at 1:30pm in Building 14.G01.

PRESENT:  
A/Prof G Williams (Chair), Ms G Awyzieo, Prof S Bouzerdoum, A/Prof I Burnett, Mr P Castle, Mr C Chang, Dr A Chatfield, Dr N Chaudhuri, Dr C Chow, Dr G Cox, Dr F Dau, Dr P Doulai, Dr M Edwards, Mr M Freeman, Prof D Griffiths, Dr C Gulati, A/Prof X Huang, A/Prof P Hyland, Dr WW Keerthipala, Mr P Larkin, Dr Y-X Lin, Dr X-P Lu, A/Prof T Marchant, Dr J McCoy, Ms P McFarlane, A/Prof P McKerrow, A/Prof Y Mu, Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson, Prof P Ogbonona, Dr S Phung, Dr I Piper, Dr C Ritz, A/Prof K Russell, Prof F Safaei, Dr J Shen, Dr M Sifer, Mr W Tibben, Ms H Tootell, Dr K Ward, Dr K Win, Dr R Zamani, A/Prof M Zhang, Dr Z Zhou, Prof S-P Zhu, Mr B Bunt, Ms A Meldrum, Dr R Zhang, Ms R Bunder, Mr O Towers, Mr M Gouniai

IN ATTENDANCE:  Mr C Hadley, Ms J Johnson

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence

Apologies were received from Dr G Beydoun, Mr G Bowrey, Prof J Chicharo, A/Prof N Gray, A/Prof T Herrington, Dr A Krishna, Dr S Lau, A/Prof R Macgregor, Dr K Michael, A/Prof S Perera, A/Prof J Ramagge, Ms M Ros, Ms V Schmelitschek, Dr Aidan Sims, A/Prof J Xi

It was noted that, Ms V Baker, Prof E Dutkiewicz, Prof J Fulcher, Dr W Li, A/Prof D Pask, Dr A Porter, Dr P Premararne, Prof D Steel, A/Prof W Susilo, Dr A Worthy, A/Prof T Wysocki, Dr T Xia, A/Prof G Alici were on study leave.

1.2 Confirmation of Minutes from previous meeting held 14 June 2007

The minutes from the previous meeting, held 14 June, were confirmed as being a true and accurate recording. (Moved by A/Prof K 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 School's Reports

2.2 Unstarred Items

While the report in item 5 remains starred, the sub-items 5.1-5.3 are unstarred. There was no request to re-star any of these items.

All unstarred items were endorsed. (Moved by A/Prof K Russell)
* 3. **DEAN’S REPORT**  
A/Prof Graham Williams (Acting Dean) reported that:

**Congratulations:**
- A/Prof Peter Hyland, Dr Ian Piper, Dr Anne Porter, A/Prof Graham Williams and Prof Jennifer Seberry for being elected as Faculty representatives on Academic Senate.
- A/Prof Rob MacGregor and Dr Lejla Vrazalic for their recently published book, which captures the current status of E-Commerce in Regional and Small to Medium Enterprises, nationally and internationally.

**Staff:**
- Ms Hayley Koot has been replaced by Ms Terri King, who has commenced working in the Student Enquiry Centre in building 3.
- Daniel Matusch has resigned and now working at ANSTO.
- Prof Salim Bouzerdoum is back from study leave.
- Mrs Angelina Lonard (nee Panetta) has returned from leave.

**Activities:**
- Spring Session HDR Student Orientation and Enrolment Day held on Tuesday 24; 14 new HDR students commenced in Spring session (2 domestic and 12 international).
- Deans Merit Awards were presented at a luncheon on 16 July; 63 awards were presented to current and recently completed students for their academic achievements and a further 11 awards were presented to students for their involvement in Faculty activities or representation on Faculty committees.
- Graduation ceremonies took place on 19 and 20 July; 279 Informatics students were awarded their degree; 7 Phd, 4 SECTE, 2 SCSSE, 1 SMAS.
- Enrichment program began on 16 June; approximately 60 high school students have attended each of the three events held to date, with the Computing topics proving to be the most popular topics; thank you to the people involved in presenting the topics and organising the administration, your participation is greatly appreciated.
- Year 10 Information evenings held in Sutherland on 18 June and at UOW on 19 June.
- Year 12 Information evening held on 3 July for students interested in Engineering, Science and Informatics careers; other information evenings coming up.
- The Faculty received excellent coverage from the official launch of Accenture’s new premises and the Dean had some very constructive conversations with senior IT executives attending the launch.

**Students:**
- Registrations for Early Entry opened on 1 July; to-date 59 students have registered for an interview (compared to 60 as at the same time last year).
- Spring session enrolments took place on 18 July; 256 new students enrolled (223 international and 33 domestic); this compares to 235 new students as at the same time in 2006 (189 international, 49 domestic); SECTE postgrads have more than doubled; MICT in SISAT strong; overall international students growth up by 9%.

**Other:**
- Audit of General Computer Controls – the Deloits auditors report identified a number of key issues and made recommendations for improvement in areas such as disaster recovery planning and enforced password setting; overall the Faculty received a very good report with no major issues identified.
• The space utilisation review will be continuing during second session, re-commencing this week and continuing for six weeks; please can you let your students know what is happening and do as best you can to ignore the review staffs activities.

• Call for nominations for several positions on the Academic Probation and Promotion committees are now open; three Probation positions for a 2 year term and two Promotion positions for a 1 year term; an email will be sent shortly with further information, including eligibility and how to nominate; thank you to the current members whose term of office has, or is about to, expire.

* 4. ASSOCIATE DEAN (RESEARCH) REPORT
Prof Salim Bouzerdoum reported that:

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

• Significant commercialisation activity.

• RQF; preliminary groupings have been formed; groups to be finalised following receipt of DEST funding formula; data collection and analysis is underway; group coordinators need to be identified; each group should find an appropriate and unique title that describes their activities well.

  ➢ Evidence portfolio for each group consists of:
    - Context statement
    - Four best outputs with justifications
    - Full list of groups body of work (2001-2006)
    - Impact statement

  ➢ UoW Process:
    - Research Office has just completed briefings with the faculties.
    - Information sessions for groups will be conducted by Research Office within the next month.

• Research Code of Practice and Research Misconduct Policy are being revised; feedback is sought by the Research Office; staff are urged to read both documents and familiarise themselves with the Research Code of Practice and the Research Misconduct Policy.

• Orientation for new Higher Degrees Research Student was held on Tuesday 24 August 2007; a welcome lunch was organised by the Faculty.

* 5. ASSOCIATE DEAN (ACADEMIC) REPORT
A/Prof Graham Williams reported that:

• Educational Strategies Development Fund (ESDF) and Teaching and Learning grants applications will be called for shortly; funds received will be for use in 2008; grants on offer will be, 1 large (80K), 2 medium (50K) and others (20K).

• Course Progress Policy; MRP now operating for students who fail 50% of their subjects in one session; students receive a letter of referral or letter of probation; the student is then advised to see their Course Coordinators; due to government regulations, students with WM and WA grades initially classed as fail; each student is provided with an intervention strategy; policy will be reviewed in 2008.

• Attendance at exams by lecturers is being reviewed.

• Sessional teaching using casual staff including tutors is being reviewed; new policy and guidelines to be developed.
Subject surveys; response in the past has been poor; now paper-based survey of 10% of subjects; Heads of Schools to nominate subject; teacher survey scrapped for the moment; Schools will be informed by CEDIR, when surveys will be distributed.

Summary of proposed changes to Informatics degrees:

- BIST; reviewed and is to continue; 2 out of 4 strands removed, 2 remain (1 SCSSE), (1 SISAT); now with SISAT to administer.
- SISAT degrees; congratulations to Peter Hyland and SISAT for the huge amount of work involved:
  - BIT (4 year) has been deleted.
  - BIS has been added; replaces IS major in BCom plus others (3 year).
  - BIT; previously only available to international students with 1 year advanced standing; remodelled to pick up BIT.
  - MICT Adv restructured; MInfoSys Adv new; various other graduate diplomas and certificates plus other Masters.
  - MElectComm; deleted; now a major in MICT.
- SCSSE degrees; changes to MCompSc and Advanced; more focused and aligned along School research areas; there were lengthy discussions on names and areas common to other Schools.

A/Prof Peter Hyland tabled a document on additional minor modifications to the suite of degree changes proposed by SISAT to the FEC; the minor changes include subject name and code changes; Graham advised if there were no objections, the changes would be circulated to FEC members for approval, on approval by FEC, the changes would be included in the documents submitted to Senate.

5.1 SCHOOL OF COMPUTER SCIENCE AND SOFTWARE ENGINEERING

Report on items discussed:

5.1.1 Subject Number Changes

SCSSE wishes to change the subject numbers of the following subjects. Note there is no change to content of these subjects. The proposed changes are as follows:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IACT441 IT Research Methodology*</td>
<td>CSCI441 CS Research Methodology</td>
</tr>
<tr>
<td>IACT940 Research Methodology*</td>
<td>CSCI940 Research Methodology</td>
</tr>
<tr>
<td>ITCS933 Software Engineering Requirements and Specifications</td>
<td>CSCI928 Software Engineering Requirements and Specifications</td>
</tr>
<tr>
<td>ITCS432 Web Design</td>
<td>CSCI332 Web Design</td>
</tr>
</tbody>
</table>

*These research subjects are involved in both SISAT and SCSSE research degrees. This causes confusion for the students. After receiving advice from Leonie Kirchmajer the following will be instigated:

From 2008 wherever these two subjects are listed in BCompSc(Hons) and MCompSc and MCompSc(Adv) they will be replaced by CSCI441 CS Research Methodology and CSCI940 Research Methodology respectively.

No formal paperwork is required as the content; objectives etc for the current IACT441, IACT940 will not change when given a CSCI prefix.

Resolution FAC07/19:
It was resolved to approve the changes to the subject numbers of the following subjects as outlined, effective from 2008:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IACT441 IT Research Methodology</td>
<td>CSCI441 CS Research Methodology</td>
</tr>
<tr>
<td>IACT940 Research Methodology</td>
<td>CSCI940 Research Methodology</td>
</tr>
<tr>
<td>ITCS933 Software Engineering Requirements and Specifications</td>
<td>CSCI928 Software Engineering Requirements and Specifications</td>
</tr>
<tr>
<td>ITCS432 Web Design</td>
<td>CSCI332 Web Design</td>
</tr>
</tbody>
</table>

5.1.2 Name Change for CSCI464/964
SCSSE wishes to change the name of CSCI464/964 from Neural Computing to Computational Intelligence to reflect recent developments in both the research community and industry.

Resolution FAC07/20:
It was resolved to approve the name change of the following subject from CSCI464/964 Neural Computing to CSCI464/964 Computational Intelligence, effective from 2008.

5.1.3 Deletion of Subjects/Replacement with New Subjects
SCSSE wishes to delete the following subjects to be replaced by the new subjects listed and attached to this agenda.

<table>
<thead>
<tr>
<th>Delete</th>
<th>Replace with new subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI463/963 Advanced Computer Graphics</td>
<td>CSCI436/936 Visualisation</td>
</tr>
<tr>
<td>CSCI407/907 Corba and Enterprise Java</td>
<td>CSCI398 Introduction to Enterprise Computing</td>
</tr>
</tbody>
</table>

Resolution FAC07/21:
It was resolved to approve the deletion of the following subjects, to be replaced with new subjects as listed below, for introduction in 2008:

<table>
<thead>
<tr>
<th>Delete</th>
<th>Replace with new subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI463/963 Advanced Computer Graphics</td>
<td>CSCI436/936 Visualisation</td>
</tr>
<tr>
<td>CSCI407/907 Corba and Enterprise Java</td>
<td>CSCI398 Introduction to Enterprise Computing</td>
</tr>
</tbody>
</table>

5.1.4 Deletion of Subjects
SCSSE wishes to delete the following subjects from the Graduate Additional Subjects List, which has also been deleted. This list was only used by SISAT and SCSSE degrees. The recent changes see this list becoming redundant.
All subjects in this list have been absorbed into CSCI Grad list or have been deleted.
The subjects to be deleted are as follows:
CSCI240/ITCS940 Multimedia Programming Foundations
CSCI343/ITCS943 Game Design and Programming
CSCI445/945 Parallel Computing
CSCI457/957 Advanced Topics in Database Management
CSCI465/965 Design and Analysis of Algorithms
CSCI467/967 Complexity Theory
CSCI918 Software Engineering Practises and Principles
CSCI925 Topics in Software Engineering (NB not offered at 400 level)
CSCI974 Systems Analysis (NB not offered at 400 level)
ITCS921 Database Design and Implementation
ITCS922 Computer Security
ITCS932 Web Design
ITCS934 Software Process Management
ITCS941 Multimedia Graphics (NB not offered at 400 level)
ITCS942 Multimedia 3D Modelling and Animation (NB not offered at 400 level)

**Resolution FAC07/22:**
It was resolved to approve the deletion of the following subjects from the Graduate Additional Subjects List, which has also been deleted, effective from 2008:
CSCI240/ITCS940 Multimedia Programming Foundations
CSCI343/ITCS943 Game Design and Programming
CSCI445/945 Parallel Computing
CSCI457/957 Advanced Topics in Database Management
CSCI465/965 Design and Analysis of Algorithms
CSCI467/967 Complexity Theory
CSCI918 Software Engineering Practises and Principles
CSCI925 Topics in Software Engineering (NB not offered at 400 level)
CSCI974 Systems Analysis (NB not offered at 400 level)
ITCS921 Database Design and Implementation
ITCS922 Computer Security
ITCS932 Web Design
ITCS934 Software Process Management
ITCS941 Multimedia Graphics (NB not offered at 400 level)
ITCS942 Multimedia 3D Modelling and Animation (NB not offered at 400 level).

5.1.5 Revised Subject: CSCI399
SCSSE wishes to revise its offering of CSCI399 Server Technology to adjust the subject content to reflect changes made recently to the content of a number of 200-level Computer Science subjects. The original CSCI399 subject relied on students having prior experience with basic Web technologies including HTML mark-up language, Javascript client-side scripting language, and CGI-style web-server applications. These topics are no longer covered in 200-level Computer Science subjects.
The content of CSCI399 is therefore changed to include these more basic topics; some more advanced topics that were previously covered are therefore omitted.

**Resolution FAC07/23:**
It was resolved to approve the revision to CSCI399 Server Technology as outlined in the attached form, effective from 2008.

5.1.6 New Subject Proposals submitted for changes to majors
SCSSE wishes to introduce the following new subjects to reflect changes to majors in various degrees.
The new subjects being proposed are attached as follows, in major groups. Note that as a result of further consultation between SCSSE and SECTE, the Pattern Recognition subject code was changed to INFO433/933 instead of CSCI433/933:

<table>
<thead>
<tr>
<th>Multimedia and Game Design (UG)</th>
<th>CSCI346 Game Development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CSCI356 Game Engine Fundamentals</td>
</tr>
</tbody>
</table>
Resolution FAC07/24:
It was resolved to approve the following new subjects for introduction in 2008:
CSCI346 Game Development
CSCI356 Game Engine Fundamentals
CSCI366 Multimedia Computing
INFO433/933 Pattern Recognition
CSCI435/935 Computer Vision
CSCI426/926 Software Testing and Analysis
CSCI427/927 Service-Oriented Software Engineering
CSCI424/924 Reasoning and Learning

5.1.7 Minor Change to Bachelor of Computer Science
SCSSE wishes to make the following minor amendments to the Bachelor of Computer Science:
• Renaming of the “software development” major as “software engineering” major and the “Database and Enterprise Systems Application” major to Enterprise Systems. A redesigned set of subjects for both majors has been developed;
• Deletion of the “distributed systems” major as it is difficult to market this major to prospective students;
• Addition of three new subjects and deletion of two subjects to strengthen the “multimedia and game development” major offering;
• Deletion of the redundant “computer science” major; and
• Simplifying the definition of a major study in this degree.
• The requirements for a Computer Science major in other degrees have also been developed.

Resolution FAC07/25:
It was resolved to approve the minor amendments to the Bachelor of Computer Science degree, as outlined in the attached form, effective from 2008.

5.1.8 Minor Change to the Master of Computer Science and the Master of Computer Science (Advanced) degrees
SCSSE wishes to propose a minor change to both the Master of Computer Science and the Master of Computer Science (Advanced) degrees.
The changes proposed are structural and aim to continue to serve the needs of industry. Notably the changes bring the areas of major study in line with the research strength of the School and should afford students wanting to proceed to research degrees with better preparation than was possible previously.
Please note: wherever "Visual Information Processing" appears as a major in both Masters proposals it should be replaced by "Multimedia Information Processing". This action is taken after advice from the Dean.

**Resolution FAC07/26:**
It was resolved to approve the minor amendment to the Master of Computer Science and the Master of Computer Science (Advanced) degrees, effective from 2008.

5.2 **SCHOOL OF INFORMATION SYSTEMS AND TECHNOLOGY**

Report on items discussed:

5.2.1 **Preamble to the curriculum changes being proposed by Informatics**

5.2.2 **Changes to SISAT courses 2008**
A summary of the changes to SISAT subject names and codes for next year has been attached for information.

5.2.3 **New Course: Bachelor of Information Systems**
SISAT wishes to introduce a new degree, the Bachelor of Information Systems, to its offerings.

**Resolution FAC07/27:**
It was resolved to approve the new degree, the Bachelor of Information Systems, for introduction in 2008.

5.2.4 **Major change: Bachelor of Information Technology**
SISAT wishes to revise its offering of the Bachelor of Information Technology degree. The proposed degree will combine enrolments from the current four year (192 credit points) Bachelor of Information and Communication Technology and three year (144 credit point) Bachelor of Information Technology into a single three year (144 credit point) degree.

**Resolution FAC07/28:**
It was resolved to approve the major change to the Bachelor of Information Technology as outlined in the attached form, effective from 2008.

5.2.5 **Major change: Master of Information Technology Management**
SISAT wishes to revise its offering of the Master of Information Technology Management (MITM). The changes being proposed are to include a suite of new subjects into the existing degree. The new subjects have been developed to address the changing needs of IT managers and the increasing need for alignment of business strategy and IT management and planning.

**Resolution FAC07/29:**
It was resolved to approve the major change to the Master of Information Technology Management as outlined in the attached form, effective from 2008.

5.2.6 **Major change: Master of Information Systems and Master of Information Systems (Advanced)**
SISAT wishes to revise the Master of Information Systems and Master of Information Systems (Advanced) degrees to bring them into alignment with other Masters programs offered by the new School of Information Systems and Technology (SISAT) e.g. MICT, MICT(Adv), MITM.

**Resolution FAC07/30:**
It was resolved to approve the major changes to the Master of Information Systems and Master of Information Systems (Advanced) degrees as outlined in the attached forms, effective from 2008.
5.2.7 Major change: Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced)

SISAT wishes to revise its offering of the Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced) degrees.

Resolution FAC07/31:

It was resolved to approve the major changes to the Master of Information and Communication Technology and the Master of Information and Communication Technology (Advanced) degrees as outlined in the attached forms, effective from 2008.

5.2.8 New Subject Proposals

SISAT wishes to introduce the following new subjects:
- ISIT332 Business Process Management
- ISIT403/903 Enterprise Architecture Design
- ISIT404/904 Systems Integration
- ISIT408/908 IT Governance
- ISIT410/910 IT-enabled Supply Chain Management
- MATH179 Introductory Business Mathematics

Resolution FAC07/32:

It was resolved to approve the following new subjects, for introduction in 2008:
- ISIT332 Business Process Management
- ISIT403/903 Enterprise Architecture Design
- ISIT404/904 Systems Integration
- ISIT408/908 IT Governance
- ISIT410/910 IT-enabled Supply Chain Management
- MATH179 Introductory Business Mathematics

5.2.9 Revised Subject Proposal: BUSS211 Systems Analysis

SISAT wishes to revise the subject BUSS211 Systems Analysis to make it a 100-level subject, ISIT100 Systems Analysis.

Resolution FAC07/33:

It was resolved to approve the following amendment to the subject, BUSS211, effective from 2008:
To change BUSS211 Systems Analysis to ISIT100 Systems Analysis.

5.2.10 Minor Changes: Graduate Certificate in Information and Communication Technology; Graduate Certificate in Information Systems; Graduate Diploma in Information Systems

These proposals are to amend the above named courses as part of the School of Information Systems and Technology course review. This review has resulted in changes to the Masters degrees named below, into which these Graduate Certificates and Graduate Diploma articulate, hence requiring amendment as well:

<table>
<thead>
<tr>
<th>Course</th>
<th>Articulates into:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCertICT</td>
<td>MITM; MICT; MICT(Adv)</td>
</tr>
<tr>
<td>GCertInfoSys; GDipInfoSys</td>
<td>MIS; MIS(Adv)</td>
</tr>
</tbody>
</table>

Resolution FAC07/34:

It was resolved to approve the minor amendments to the Graduate Certificate in Information and Communication Technology, the Graduate Certificate in Information Systems and the Graduate Diploma in Information Systems, as outlined in the attachments, effective from 2008.
5.2.11 Proposed name change: Graduate Diploma in Information Systems

SISAT wishes to change the name of the current Graduate Diploma in Information Systems to the Graduate Diploma in Information Systems and Technology.

**Resolution FAC07/35:**

It was resolved to approve the name change of the Graduate Diploma in Information Systems to the Graduate Diploma in Information Systems and Technology, effective from 2008.

5.3 **School of Mathematics and Applied Statistics**

Report on items discussed:

5.3.1 Subject name change: STAT151

SMAS wishes to change the name of the subject STAT151 from Concepts and Practice of Statistics to Fundamentals of Biostatistics.

STAT151 is a compulsory subject for students in various courses in health and biomedical science. For the past few years, STAT151 and STAT252 (for students in the physical sciences) have been taught in the same lectures. Starting next year, STAT151 will again be taught separately, and it will be possible to use examples of more direct relevance to students in health and biomedical science. The change of name of the subject will emphasise the increased relevance.

**Resolution FAC07/36:**

It was resolved to approve the name change of the subject STAT151 Concepts and Practice of Statistics to STAT151 Fundamentals of Biostatistics, effective from 2008.

* 6. Heads of School Reports

6.1 **SCSSE** – Prof Philip Ogunbona

Prof Philip Ogunbona reported that:

- New staff member in multimedia, Dr Casey Chow has commenced; office space is critical.
- Graduation; 2 PhD and 2 Masters Research completions.
- Thank you and best wishes to Daniel Matusch for his contribution to the Faculty and School.
- A few changes submitted to FEC to CSSE degrees with minor changes to subjects.

6.2 **SISAT** – A/Prof Peter Hyland

A/Prof Peter Hyland reported that:

- Relocated to new building; official launch will be organised for the School within the next fortnight.
- CSC Illawarra recently had their launch; like Accenture, CSC has shown an interest in recruiting our IT graduates.
- Space is critical; have run out of room with last 2 students with Commerce.
- Congratulations to Mr Brogan Bunt on graduating.

6.3 **SMAS** – A/Prof Tim Marchant

A/Prof Tim Marchant reported that:

- Welcome to new staff, Dr Jeffrey Dewynne and A/Prof Jacqui Ramagge.
- New video conference technology has been installed in the Access Grid Room; CEDIR will provide training to teach, at Loftus.
- Centre for Statistical and Survey Methodology (CSSM) appointing five new staff, funds received from grants.
6.4 **SECTE** – Prof Fazel Naghdy

Prof Fazel Naghdy reported that:

**Staffing**
- Computer Systems Officer has been appointed, Mr Mike Macgirvin; he has worked at Stanford University, Netscape and Symantec.
- Two academic positions in Power Systems have been advertised; deadline is 12 August.
- Dr Tony Koppi has been appointed as the Senior Research Fellow on the Faculty Carrick Institute project; Tony has been working at UNSW as the Director of the Educational Development and Technology Centre.
- A/Prof Ian Burnett has completed his commercialisation project and is back from this session.
- Maree Burnett is going on long service leave from mid-August; in addition to delegating her duties to other School administrative staff, an admin assistant will be employed for 4 days a week over a period of 4 months.

**Major developments**
- The SECTE staff room has been renovated; looking at acquiring new furniture for the room.
- Review of MIT has started.
- There will be a joint Advisory Committee with the Faculty of Engineering on 15 August.
- Dr Prashan Premaratne has received extraordinary publicity in the media for his work, "Wave Controller - replacement for the remote controller"; he has been on 18 live radio shows in Australia, New Zealand, Ireland and BBC World Service news; in addition, he was on national Channel Seven News last Friday and will be on Channel 10 "State Focus" next week; the story has also been covered internationally in various newspapers such as Daily Mail-UK, The Guardian, Sydney Morning Herald, Age and many others; such publicity has also been quite valuable for the School, the University and Electrical Engineering sector as a whole, at a time when we need to attract more high school leavers to our degrees; please join me in congratulating Prashan for this success and wish him the best in his academic career.
- Number of new Postgrad students

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 G Williams/ Dr A Porter/ A-Prof P Hyland

Nothing to report.

7.2 **Faculty of Arts** – Mr P Vial

Meeting held 26th June 2007

- The Dean reported that there would be a University Planning day in the later part of that week located in Bowral; on the agenda was the Teaching / research nexus and internationalisation and Research RQF status of University and preparation for this; next AQUA audit on teaching was to be covered by Rob Castle.
- Discussion of reviews of various bodies within the faculty of Arts such as History and Politics where it was expected that some recruitment of new academic staff would be pursued.
A presentation from OHS Personnel (Michael) was provided, however PowerPoint and the computer equipment did not work; he pointed out that the presentation is available on the Universities OHS “Safety Net” website and there were lessons available in ITS.

The Dean reported that the ARC grant comment have been positive from the reviewers, however he was unsure as to the relationship between review comments and grant success; discussion that followed indicated that they felt positive about 3 grants getting approved and even up to six such grants being approved.

The Dean indicated that he was looking for nominations on the academic senate.

There was some discussion of staffing issues associated with personnel moving on; also mention of the languages review with the adoption of some technology infrastructure in terms of teaching and learning; there were also recommendations on refurbishment which would be taken on board but the cost was considered to be an impediment at this stage.

The Dean indicated that current language offerings would be maintained (ie French Italian and Japanese) and they would go ahead with a Spanish major, also Chinese, Indonesian and Cantonese (maybe??)

The Dean pointed out that the Universities of NSW and Sydney were over-enrolling in Arts and now there was no upper limit on enrolments and they were targeting southern Sydney which Wollongong had also targeted; thus an adhoc marketing committee was being formed to market the Arts faculty in this region; for example, Sydney Uni aims to over-enrol by 5% in Arts next year but this 5% over enrolment represents 30% of Wollongong’s enrolments; the Dean inferred that the reason for this increased competition is that Arts students are in fact highly profitable; they are prized students as their costs are not as high as other students; also noted that UNSW Art faculty was in trouble, needing to cut $5 million from their bottom line.

The Dean noted that the Vice Chancellor was very concerned with the University’s ranking as this is where most competition is, ie University prestige is very important.

Commerces fall in DEST dollars will be a problem; more for Commerce but it will also impact Arts; these are the two most vulnerable faculties.

The Dean indicated that the faculty to look at is Informatics who have increased market share in their area eg “National leader in research in electronic games” this could be impressive for students.

The IT roll out continues and the Dean outlined the priority list, giving priority to support staff, then others; the Dean indicated if there were any problems with IT roll out see the Dean or Maureen; if there are infrastructure issues (photocopying, overheads etc) then see support officers; there were some issues of upcoming grant applications and congratulations to work done by various staff members on committees (Tim).

7.3 Faculty of Commerce – Mr Will Tibben
Meeting held at 12.30pm on Tuesday 31 July 2007.

Dean’s Report – Prof Shirley Leitch
➢ Student reps were introduced along with new Faculty Executive Manager, Terese Hoynes.
➢ Commerce Central worked well during the first week of session with over 500 enquiries; anecdotally, the customers were positive about the initiative.
➢ Enrolment numbers were pleasing; some decline in International students due to changes in Immigration requirements; domestic student enrolments were strong in both quantity and quality.
Research Deans Report - Prof Sara Dolnicar

➢ RQF preparation is well underway – DEST point analysis, identification of research groupings and group meetings.
➢ As a medium term strategy faculty research initiatives are being developed to mirror UoW research strength reporting procedures; short-term strategy is to participate in social innovation network; the Dean reassured members that development of the faculty’s research profile in the arenas of RQF and UoW Research Strengths were not designed to take resources currently available to staff for their research.

Teaching and Learning

➢ Faculty teaching and learning grants are due – these mirror ESDF grant process.
➢ Graduate qualities are being matched to faculty goals; E-portfolios are being considered in relation to this because of its value for students as they near the completion of their degrees.

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 held on Tuesday 19th June
• MATH100-level engineering subjects to be reviewed in collaboration with Informatics.
• Stage 1 upgrade of Building 8 is now complete and staff are now accommodated there; federal government funding is being sought to replace Building 6.
• Dean of Engineering has just visited the University of Science and Technology in Liaoning China; it is hoped further enrolments in Engineering will come from there; ongoing discussions with AusIndustry in Shanghai are underway about possible collaboration opportunities.
• Next Faculty of Engineering meeting to be held Tuesday 11th September 2007.

7.7 Faculty of Health and Behavioural Sciences – Dr K T Win
Nothing to report.

7.8 Faculty of Law – Mrs H Tootell
Nothing to report.

7.9 Faculty of Science – (Dr K T Win for A-Prof W Susilo on SL Session 2)
Nothing to report.

7.10 University Research Committee – Prof Salim Bouzerdoum (Dealt with under item 4)

7.11 Faculty Research Committee – Prof Salim Bouzerdoum (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 A Lonard
  Nothing to report.

7.18 Wollongong College Australia Liaison Committee – A-Prof Graham Williams
  Nothing to report.

7.19 Academic Staff Development Committee – Prof Song-Ping Zhu
  Nothing to report.

8. **Any Other Business**
   No other business to report

9. **Date of Next Meeting**
   To note that the next Faculty meeting will be scheduled for 20 September 2007.

Ref: FAC.04/2007
  Committee Secretary (JJ Ext.5417)
  13 August 2007