1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies were received from Prof S Bouzerdoum, Mr P Castle, Dr A Chatfield, Dr T Coltman, Dr G Cox, Prof A Ghose, Mr P Larkin, Dr S Lau, Dr L McAven, Ms P McFarlane, Ms A Meldrum, Prof P Ogunbona, A/Prof S Perera, A/Prof J Ramagge, Prof F Safaei, Dr R Zhang.

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 Premaratne, Prof D Steel, A/Prof W Susilo, Dr A Worthy, A/Prof T Wysocki, Dr T Xia, A/Prof G Alici, Prof P Eklund were on study leave.

1.2 Confirmation of Minutes from previous meeting held 2 August 2007
The minutes from the previous meeting, held 2 August, were confirmed as being a true and accurate recording. (Moved by A/Prof P Hyland; seconded 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
8. Any Other Business

2.2 Unstarred Items
All unstarred items were endorsed. (Moved by A/Prof K Russell)
3. **Dean’s Report**

Prof Joe Chicharo reported that:

**Congratulations:**

- Dr Anne Porter for her Carrick Institute citation for Outstanding Contributions to Student Learning.
- Prof Iain Raeburn for being selected to be a member of an RQF evaluation panel.
- A/Prof Golshah Naghdy, Dr Ping Yu and Dr Zhiquan Zhou for their appointment as a Probation Committee nominee.
- A/Prof Minjie Zhang and A/Prof Ken Russell for their appointment as a Promotion Committee nominee.
- Staff within the Centre for Computer and Information Security Research (CCISR) for being selected to host three major international security conferences:
  - International Conference on Provable Security (Provsec 2007);
  - 4th Information Security Practice and Experience Conference (ISPEC 2008);
- Welcome to Mr Roy Brown from the School of Nursing, Midwifery and Indigenous Health, newly appointed as the Faculty of H&B representative on this committee.

**Staff:**

- Following a review of the Faculty, administrative support dedicated to travel arrangements will be split as follows:
  - **International travel arrangements** - please contact Johlene Morrison (johlene_morrison@uow.edu.au) in the International Unit for assistance.
  - **Domestic travel arrangements** - please contact Julia Johnson (juliaj@uow.edu.au) in the Student Enquiry Centre for assistance.
- New Finance officer, Mr Chris Agnew, starts next week; will be joining Jinfeng Huang.

**Activities:**

- Yr 12 Information evenings held in Sutherland, Campbelltown, Cronulla, Nowra and Wollongong in late August and early September (thanks to those people who attended on behalf of the faculty).
- Mathematics and Statistics Information evening held on Tuesday 11 September.
- Mature Age and Postgraduate Information evenings held in Wollongong during September.
- Two Enrichment Program sessions held since the last Faculty meeting; the final one for the year is being held on Saturday 29 September; thank you to all of the people who have willingly given up their time to participate.
- Police Minister, Member for Keira and the Minister for the Illawarra, David Campbell, launched the newly-formed School of Information Systems and Technology (SISAT) on 24 August; congratulations to Peter Hyland and the School.

**Other Campuses:**

- 90% of all University off-shore programs are based in Informatics; SIM and China programs continue to grow with INTI showing a slight decline; overall extremely well.
Students:
- The undergraduate domestic enrolment targets have been determined for 2008; Informatics enrolment targets for 2008 have been set at approximately the same level as this year.
- UAC preferences for Informatics for 2008 are currently equal to the number of preferences we had at the same time last year.
- We currently have 193 registrations for Early Entry interviews, 15% more than at the same time last year; Early Entry interviews are being held on Thursday 27 September; thank you to the people who are involved, particularly Chris Bray for managing the process and those of you who are sitting on the interview panels.
- $50,000 worth of new undergraduate scholarships will be available in 2008, sponsored by Telstra for the next five years; six scholarships @ $8000 each, aimed at first year students enrolled in Telecomm and Computer Engineering, Computer Science, Information Systems and Technology, Maths Finance, the remaining $2000 will be split into 4 x $500 prizes for the recognition of student achievements; CSC and Accenture may also provide funding for additional scholarships.
- Planning for Discovery Day 2008 is well underway; thank you to those of you who have volunteered to present a workshop during the event.
- New international students were permitted to enrol in week three due to visa and flight problems; this is becoming a regular occurrence and creates many difficulties for students and staff alike.

Budget:
- Final budget meeting held with DVC(O) today; Faculty will be permitted to carry up to a $1.5M deficit in 2008; expect tighter clamps on budget.
- Employment in the IT industry has turned the corner but we are yet to see a similar bounce in student numbers.

Other:
- December graduation ceremonies will be held this year in the week of December 17-21, which is the week prior to Christmas; Faculty involvement in graduation is highly valued by students and contributes to the smooth operation of this important event; I ask staff to consider making yourself available to attend our graduation ceremonies.
- Integral Energy has invested a further $1 million to improve power quality and reliability to customers by funding power engineering activities at the University of Wollongong; having provided the initial funding for establishing Australia's first power quality centre in 1996, Integral Energy now invested more than $3 million in the University's Power Quality and Reliability Centre.
- Nominations are now open for the 2008 Vice-Chancellor's Awards for Outstanding Contribution to Teaching and Learning (OCTAL); nominations will close on Friday 5 October 2007.
- New UOW Graduate Qualities have recently been approved by University Council, to commence on 1 January 2008; they will replace the Attributes of a UOW Graduate, Attributes of a UOW Research Graduate and the Tertiary Literacies Policy and Procedures; it is anticipated that we will implement the Graduate Qualities Policy from Spring 2008.
- Power and water conservation; important that we find ways to limit power usage and conserve water.
School of Mathematics and Applied Statistics is in the process of setting up an Advisory Committee for the School; congratulations to A/Prof Tim Marchant for putting forward such a strong list of potential members.

Director for TITR currently being headhunted; an appointment is expected by mid to late November.

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

In Prof Salim Bouzerdoum’s absence, Prof Joe Chicharo reported that:

- RQF groups have been formed with six groups involving Informatics staff only, and two groups involving faculty staff from Engineering.
- Selected staff were informed and invited to attend a presentation by the DVC(R) and the University RQF team; the presentation took place 19 September 2007.
- The process will now move to the next stage, the preparation of a portfolio for each group, which includes a five page context statement about the group’s strategic direction, cohesion, etc; to this end, group coordinator will be appointed to manage the preparation of the context statement, with assistance from the Associate Dean (Research).
- Staff who are involved in the RQF firstly should make sure that their publications are entered in RIS and that the entered details are correct, secondly they need to revise their 100 word justification for their top four publications; this should be done as soon as possible.
- Angelina Lonard is currently providing administrative support.
- Finally, a meeting for the URC small grant ranking process was held on 12 September, the Faculty did reasonably well there; the outcomes of successful grants should be announced very soon; unsuccessful applicants should contact the Associate Dean (Research) to get feedback on their applications.

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

A/Prof Graham Williams reported that:

- FEC items; minor amendments from SECTE were passed at Senate.
- MITM amendments were sent back to Faculty as the Graduate School of Business had queries regarding their subjects being excluded; also BIST will be finalised next year with some addition strands.
- Congratulations to Dr Anne Porter who was one of nine recipients for a Carrick Citation awarded recently, for 2007 Outstanding Contributions to Student Learning.
- Subject evaluations; completed in hard copy not on-line; 10% of subjects to be surveyed and at the same time should also be reviewed; talk to your Head of School for more information.
- OCTAL awards; applications close 25 October; one award is being offered at Faculty level; Dr Annette Worthy received one this year; staff are encouraged to apply.
- ESDF and Teaching & Learning Grants; close 16 November; $150- $350K funds to be earned; CEDIR run workshops on how to apply; if you are interested in applying for promotion, this is the type of grant which will be well regarded.
- CEDIR Fellowships; Dr Katina Michael, who is currently concentrating on Graduate Qualities, was awarded one this year and Dr Anne Porter last year.
- Faculty Service Agreements for CEDIR; Faculty to choose priorities for CEDIR to provide the service.
• ESOS and Skilled Migration continues to be adjusted; international students used to receive points toward applying for permanent residency; now students need to have completed two years of full-time study; for Masters students this could be complicated if they have any advanced standing.

• Consulting hours; students send emails instead of seeing the academic; to offset this practice perhaps consultation times could be reduced; this will need to be looked at; contact Graham if you have any concerns.

• Graduate Qualities; we had nine Graduate Attributes, these have been reviewed and replaced by five Graduate Qualities; these are at University level; each Faculty or discipline will have its own list of Qualities which may be different from the ones at the University level but must at least cover those; currently each School has been asked to come up with their own list of qualities; a Graduate Qualities Working Party has been set up by Dr Katina Michael which will look at each School's Qualities; the Working Party has a member from each School, you will hear from shortly looking for input on the School's Qualities; the first draft is due in a month and the final version should be finished and put on the web by January 2008; subject outlines/hand outs will have the graduate qualities outlined beginning in July 2008; UoW will provide funds for resources via ESDF grants.

5.1 SCHOOL OF ELECTRICAL, COMPUTER AND TELECOMMUNICATIONS ENGINEERING

Report on items discussed:

5.1.1 Subject Changes for the Bachelor of Engineering

SECTE wishes to include ECTE431 Real-Time Computing to the list of major subjects for the Bachelor of Engineering (Telecommunications Engineering major).

SECTE also wishes to make amendments to the pre- and/or co-requisites for ECTE203, ECTE281 and INFO202.

The attachment to the agenda shows these proposed changes in the Handbook entries.

Resolution FAC07/37:

*It was resolved to approve the addition of ECTE431 Real-Time Computing to the Bachelor of Engineering (Telecommunications Engineering major) and changes to the pre- and co-requisites for ECTE203, ECTE281 and INFO202, as outlined in the attachment to the agenda, effective from 2008.*

5.1.2 Amendments to the Master of Engineering Studies

SECTE wishes to make amendments to the MEngStud as set out in the attachment to the agenda, and to include:

- Addition of ECTE931 Real-Time Computing and ECTE992 Internet Networking Protocols to the list of major subjects for the MEngStud (Telecommunications Engineering major), and the list of electives as appropriate;

- Addition of a notation to the course program for the MEngStud regarding when ECTE906 and ECTE955 are to be undertaken;

- Addition of exclusions for ECTE901 and ECTE955;

- Minor modifications to ECTE906;

- Removal of co-requisites for ECTE993, ECTE994, ECTE995, ECTE996, and ECTE997.

Resolution FAC07/38:
It was resolved to approve the modifications to the MEngStud as set out below, effective from 2008:
- Addition of ECTE931 Real-Time Computing and ECTE992 Internet Networking Protocols to the list of major subjects for the MEngStud (Telecommunications Engineering major), and the list of electives as appropriate;
- Addition of a notation to the course program for the MEngStud regarding when ECTE906 and ECTE955 are to be undertaken;
- Addition of exclusions for ECTE901 and ECTE955;
- Minor modifications to ECTE906;
- Removal of co-requisites for ECTE993, ECTE994, ECTE995, ECTE996, and ECTE997.

5.1.3 Minor Amendment: Master of Internet Technology
SECTE wishes to make minor amendments to the Master of Internet Technology, including the deletion of ECTE 991 and modification of ECTE992, as outlined in the proposal attached to the agenda.

Resolution FAC07/39:
It was resolved to approve the minor amendments to the Master of Internet Technology, including the deletion of ECTE991 and modification to ECTE992, as attached to the agenda and effective from 2008.

5.1.4 Amendment to Part-time Program for Bachelor of Engineering
SECTE wishes to make minor modifications to the part-time program for the Bachelor of Engineering, as attached to the agenda.

Resolution FAC07/40:
It was resolved to approve the minor modifications to the part-time program for the Bachelor of Engineering as attached to the agenda, effective from 2008.

5.1.5 Engineers Australia Illawarra/Sutherland Regional Group Prize
SECTE wishes to revise the conditions of the Engineering Australia Illawarra/Sutherland Regional Group Prize, as attached to the agenda.

Resolution FAC07/41:
It was resolved to approve the revised Engineers Australia Illawarra/Sutherland Regional Group Prize, as attached to the agenda.

* 6. HEADS OF SCHOOL REPORTS
6.1 SCSSE – Prof Philip Ogunbona
In the absence of Prof Philip Ogunbona, A/Prof Yi Mu reported that:
- The minor changes to the Bachelor of Computer Science degree went through Senate yesterday; in essence we now have four majors in the degree:
  - Digital System Security
  - Multimedia and Game Development
  - Software Engineering
  - Enterprise Systems
- The changes to the Master of Computer Science and Master of Computer Science (Advanced) degrees were also approved; the changes streamlined the degree and provide four areas of major study:
  - Computer and Network Security
Multimedia Information Processing
Software Engineering
Intelligent Systems

- Note that new subjects were designed and developed for these majors at both undergraduate and postgraduate levels; the changes also bring about synergy between the specialisations available in degrees and the core research foci of the school; the School believes that this new setup positions it to nurture the research-teaching nexus required to enrich its offerings; it also makes marketing the degrees easier.

- Currently looking at a major review of the undergraduate curriculum and a working has been set up in this regard.

6.2 SISAT – A/Prof Peter Hyland
A/Prof Peter Hyland reported that:
- SISAT held an official launch recently with media, TV, radio and newspaper coverage; Accenture and CSC held their launches beforehand; SISAT is playing a major role in the IT industry and the recruitment of students.
- All nine degrees have been passed through Senate; existing subjects have been mapped; the plan for the next three years is for 60 new subjects; thank you to staff for their assistance and co-operation.

6.3 SMAS – A/Prof Tim Marchant
A/Prof Tim Marchant reported that:
- Congratulations to Dr Anne Porter for receiving a Carrick Citation award and to Prof Iain Raeburn for being selected to be a member of an RQF evaluation panel.
- RQF; recommend staff to go to the RAID website: https://intranet.uow.edu.au/raid/rqf/index.html#:~:text=_RQF%2C%20Staff%20Contacts
- Welcome to Ms Anica Damcevski who will be providing admin support to Prof David Steel in his research group.
- Maths Evening held recently was attended by 20 prospective students, their parents and school teachers; past B MathFin student, Timothy Berry, spoke to students about his career and starting salary of $100K per year.
- Higher Education Supplement of The Australian newspaper recently presented SMAS in a positive light; SMAS is growing strongly compared to some other universities.
- Maths Society; started the accreditation process.

6.4 SECTE – Prof Fazel Naghdy
Prof Fazel Naghdy reported that:
- Early Entry interviews will be mainly happening on 27 September; interviews will continue afterwards as more applications are received. Currently have 56 applicants registered.
- Staffing issues: interviews were carried out for Power Engineering lecturers. At present negotiation is taking place with successful candidates.
- The Maths and Science Challenge has been finalised and is going ahead on 20 November. It is carried out in collaboration with the Rotary club using a project funded by DEST through University of Newcastle. Following schools participating so far:
  - Holy Spirit College
  - Smith’s Hill High School
Cedars Christian college
The Illawarra Grammar School
Keira Technology High School
St. Joseph’s Regional High School
Woonona High School

Confirmed sponsors include, Wollongong City Council, Blue Scope Steel, Andrew Corporation and NAB; there are others who are being finalised.
- Currently preparing for accreditation which is due next March.

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
Nothing to report.

7.3 Faculty of Commerce – Mr Will Tibben
Nothing to report.

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

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

7.6 Faculty of Engineering – Dr K Ward
Meeting held on 11 September 2007
- The building 6 replacement is now being considered for submission to the Federal Government’s future fund for education infrastructure; concept plans are available for a three-storey complex, note: building 6 is that huge area between Building 3 and Building 35 with all the pipes out front.
- Engineering is expecting to receive a 3% increase in the 2008 budget, however, this is not expected to fund any increased staffing requirements needed to cover increased enrolments; a proposal is being considered to request more funds.
- The School of Engineering Physics is now in the top 10 institutions in terms of the number of Physics graduates produced; the combining of the Physics department into Engineering is considered to be the reason for this; most other institutions still have Physics within Science faculties.
- Engineering is also considering its business model; there seems to be a growing opinion to focus the delivery of Engineering courses at the Wollongong campus rather than to expand to off-shore campuses as Informatics has done.
- Research income within Engineering over the last 6 months from commercial projects was $662,000 via 20 contracts.

7.7 Faculty of Health and Behavioural Sciences – Dr K T Win
Meeting held on 17 August 2007
- It was noted that the meeting was from the division of Health and Behavioural Sciences (the faculty consists of Division of H&BS and the Graduate School of Medicine).
• It was noted that more support should be provided for staff dealing with international students.
• The Faculty is in the first round of RQF assessment and there are three research groupings: Food and Nutrition, Neurosciences and Health and Behavioural Health Sciences.

7.8 Faculty of Law – Mrs H Tootell
Meeting held on 12 September 2007
Dean’s Report
• Molly O’Brien leaving to take up position at ANU, Natalie Stoianoff to take up Professor of Law at UTS.
• Three appointments soon to be advertised: levels B, C, D for start first half of 2008.
• Faculty website to be updated.
• Looking to expand Centre for Transnational Crime Prevention offshore offerings, currently in Malaysia, meeting in Hong Kong next week.

Associate Dean (Teaching & Learning)
• ESDF call soon; interested in individual and Faculty applications
• OCTAL; Faculty Executives meeting to discuss any potential candidates.

Associate Dean (Research)
• RQF 2 groupings; ANCORS - specialised group; second group has no name yet, but is a broad group based on faculty members.
• increased HDR students; concern for manageable workload
• revision of policy for funding to staff and HDR for research travel

Other items
• LAW100 and LAW210 being collapsed into LAW101, Law, Business and Society.
• PLT program; internal audit has been conducted; new competency standards are being introduced that must be included; the UoW PLT program is being used as a model for the new competency standard evaluation taking place later this month; significance of eLearning success in the course also noted; a forum will be held at a later date to discuss the implications of eLearning on students and staff.
• Law and Religion seminar series is successful; looks to be continued into the new year.
• CTCP is expanding offerings through the Australasian Leadership Awards in conjunction with AFP; current intake of executive level Chinese participating in the three year program.
• Changes to the Grad Cert and Master of Transnational Crime Prevention to meet the ESOS requirements; pre- and co-requisites have been removed to allow entry in either semester.

7.9 Faculty of Science – Dr K T Win for A-Prof W Susilo on SL Session 2
Meeting held on 3 August 2007
• The Faculty to have the Assoc Dean (Research) position as in other faculties; the 2008 budget request includes a half-time Associate Dean (Research) position which would be a three-year appointment if funded; the School that provides the new Assoc Dean (Research) will be given a 0.5 fractional time contract Level B position as a reward and the appointee will get a salary loading as a reward.
• Some subject coordinators in the Faculty are still getting requests from students to sit end-of-session exams outside the scheduled times; to prevent these requests the subject outline template will be adjusted and include:
“Examinations are scheduled centrally and a timetable is released to students via SOLS midway through the session. Students are expected to be available to sit any examination up to and including the last day of the scheduled examination period. For security and equity reasons, it is not possible to schedule an examination for individuals before the scheduled date. Rescheduling of an examination after the scheduled date is only permitted when a student has been affected by circumstances covered by the Special Consideration Policy. Holidays, returning home overseas before hand, and social functions are not legitimate circumstances covered by this policy.”

- The Faculty noted several achievement highlights and congratulated Professor Margaret Sheil’s appointment as CEO of the Australian Research Council.

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 – Prof Fazel Naghdy
Nothing to report.

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

*8. Any Other Business*

A presentation was given by Ms Vicki Murdoch, Staff Services, on the ‘Your Voice’ UOW workplace survey due to open soon; staff are encouraged to complete the survey as the results will be used to obtain feedback from staff on the University strengths, areas for improvement and priorities for action; the survey will also provide an opportunity for benchmarking with other universities.

It was noted that to reach more staff, a general staff meeting would need to be organised for a ‘Your Voice’ UOW workplace survey presentation by PODS before 5 October.

9. Date of Next Meeting

To note that the next Faculty meeting will be scheduled for 8 November 2007.