UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of meeting No. 6/2007 held on Thursday, 8 November at 1:30pm in Building 67.202

PRESENT: A/Prof G Williams (Chair), Ms G Awyzio, Dr N Chaudhuri, Dr C Chow, Mr M Freeman, A/Prof N Gray, Dr M Hagenbuchner, A/Prof X Huang, A/Prof P Hyland, Dr I Kharitonenko, Mr P Larkin, Dr X-P Lu, Dr J McCoy, A/Prof P McKerrow, Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson, Prof P Ogunbona, Dr S Pan, Dr S Phung, Dr C Ritz, A/Prof K Russell, Ms Virginie Schmelitschek, Dr J Shen, Dr M Sifer, Dr D Stirling, Ms H Tootell, Mr P Vial, Dr K Ward, A/Prof J Xi, Dr J Yan, Dr P Yu, Dr R Zamani, Dr Z Zhou, Mr R Brown, A/Prof T Herrington, Ms R Bunder, Mr O Towers

IN ATTENDANCE: Ms S Dewhurst, Ms J Johnson

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies were received from Prof J Chicharo, Prof F Safaei, Ms A Meldrum, Dr K Win, Prof S Bouzerdoum, A/Prof Y-X Lin, Mr B Bunt, Mr W Tibben, Dr R Zhang, A/Prof S Perera, Dr S Lau, Dr A Chatfield, Prof S-P Zhu, Ms P McFarlane, Ms M Ros, Dr C Gulati, A/Prof R Macgregor.

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 and Prof P Eklund were on study leave.

1.2 Confirmation of Minutes from previous meeting held 20 September 2007
The minutes from the previous meeting, held 20 September, 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 in this order:
8. Any Other Business – A short presentation on Faculty Service Agreements by Ms Chris Brewer, FSA Manager, CEDIR
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

The following item was starred late for discussion:
9. Date of Next Meeting

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 (Deputy Dean) reported that:

**Staff:**
- New Finance Officer, Chris Agnew has now commenced; Mr Agnew was present and was welcomed at the meeting.
- Terri King, Student Enquiries Centre, no longer with us; the position is currently under review; meantime seeking a short-term replacement.

**Activities:**
- Prof Patterson advised that overall UoW preference numbers are up, however there were a few “interesting” faculties, of which Informatics was one.
- Early Entry; 16% increase in registrations over last year; guaranteed offers 3% higher than last year; direct mailout to UAC database of 15 October yielded approx another 40 students; will direct mail again after completion of HSC.
- Enrichment Program finalised for the year; thank you to all who contributed to this valuable program; meeting to be held shortly to review this year’s program and commence planning for next year.
- Trade Fairs (SCSSE and SISAT Heads to report); congratulations to all involved in this high-profile activity.
- Enrolment numbers are up (reported at Academic Senate); Informatics has improved our market share.

**Other Campuses:**
- International Manager, Rachel Weine has just returned from a successful recruitment drive to China and Malaysia; organised new articulation arrangement with Binus in Jarkata.
- In conjunction with ARD, currently looking at the potential of setting up online re-enrolment for offshore students.
- SIM student numbers still growing strongly.
- Conversion drive for Indian students early next week.

**Students:**
- HSC UAIs released 20 December, will commence ring-around process on Friday 21 December.
- the Faculty lost Sky Lab in building 17 in week 12 due to ARD renovations; latest space audit is completed, outcome released soon.

**Budget:**
- On track; the Faculty has been given permission to spend some of the surplus.
- Deficit approved for next year; surplus now used; student numbers to hopefully increase next year.

**Other:**
- Senate Standing Committee meeting dates now released; only meeting 5 times next year, therefore, Faculty meetings will be reduced to five also for 2008.
- Faculty Advisory Committee meeting scheduled for Thursday 13 December; external members comprise twelve high profile business men.
- Travel arrangement guidelines currently being developed.
- Finance guidelines also currently being reviewed and redeveloped.
Graduation will be held 17–21 December; the Faculty has three ceremonies, one commencing at 7:00pm; protest re breakup of Informatics graduation ceremonies has been lodged with the Academic Registrar; staff are encouraged to attend.

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

In Prof Salim Bouzerdoum’s absence, A/Prof Graham William’s reported that:

**ARC Grants:**
- UOW very successful this year, coming in behind UWA and Uni of Adelaide, but first per capita:
  - This year the Faculty increased its share of ARC funding awarded to the University.
  - In 2007, Faculty staff were awarded seven Discovery grants: five linkage grants (two in Round One and three in Round Two), and one ARC Linkage International Award.
  - In total sixteen different staff were awarded ARC grants.
- The faculty needs to do more on the linkage projects.

**RQF:**
- Revised guidelines were released end of September; panels have been formed; two staff from UOW were selected to serve on RQF panels, Prof Iain Raeburn from SMAS is one of them; seven groups were formed from Informatics.
- The next phase of RQF is underway to prepare:
  - Context statement.
  - Impact statement
- UOW received only $580k to cover the cost of RQF, which falls far short of the true cost.

**Faculty Research Structure:**
- In 2007, Research groups/centres outside the Research Strengths were reorganised and restructured:
  - Two new research centres have been created in SISAT: Centre for Business Services Science and Centre for Information Systems and Technology Research.
  - The membership of the Intelligent Systems Research Centre has been revised.
  - Centre for Pure Mathematics has been boosted by new members joining in 2007.

**Scholarships and Ranking Process:**
- HDR opportunities have been advertised on the University website: Prospective Students/Higher Degrees Research Opportunities.
- This year, the research strengths will rank scholarship applications in their areas; the remaining scholarship applications will be ranked by the FRC; ranking will take place at the end of November.

**University Policies:**
- The following research related policies have been revised by the University:
  - Authorship Policy.
  - Commercialisation Research policy.
  - Research Code of Practice.
  - Research Misconduct Policy.
  - Academic Grievance Policy (HDR Students).
4.1 Draft UOW Guidelines for Authorship

*It was noted:*

The revised Guidelines for Authorship are yet to be finalised. They are being circulated to raise awareness.

4.2 Commercial Research Policy

The revised Commercial Research Policy has just been released. An information session was recently organised for academic staff with the Office of Research.

4.3 Proposal to Form the Centre for Information Systems and Technology Research

A/Professor Peter Hyland put forward a proposal to establish a new Research Centre for the Faculty, the Centre for Information Systems and Technology Research. This new centre will replace the existing Centre for E-Business Applications Research (CeBAR).

The new Centre will consist of a number of labs including but not limited to:

- Health Informatics Research Lab
- Operations Management Lab
- Search and Visualisation Lab
- Web Services and Multi-agent Systems
- Community Informatics Lab

In the interim, A/Professor Peter Hyland will be the director of the Centre.

The Faculty Research Committee endorsed the establishment of this new Centre at its meeting on Thursday 18 October.

**Resolution FAC07/42:**

*It was resolved to approve the formation of the Centre for Information Systems and Technology Research*

*  5. ASSOCIATE DEAN (ACADEMIC) REPORT

A/Prof Graham Williams reported that:

- Teaching and Learning Fund; results were announced recently; originally designed to go for three years and this is the last year; UoW was ranked equal first with Informatics being a major contributor.
- ESDF application; closing November 16; last week there were a series of twelve presentations from Informatics, all were fantastic and it will be a tough choice; staff should also look at other ways to receive funding such as Faculty Service Agreements.
- CEDIR Fellowship; Dr Katina Michael was a successful recipient this year; staff need to work on a T & L project; you can receive up to $10,000; applications close November 6 and can be found on the web.
- Graduate Qualities; a working party has been formed; Dr Katina Michael started as Chair; Holly Tootell was recently nominated as the new Chair; the Faculty is to come up with five or more graduate qualities; the Schools are to have input on the qualities; the proposed graduate qualities will be released to the Faculty in December for feedback; all new graduate qualities will be in implemented by July 2008.
- Policy changes; there was a launch recently with a booklet produced; all staff will need to familiarise themselves with new policies especially, on student conduct, teaching and assessment and course progress; staff need to become familiar with the changes in preparation for teaching next year.
- Skilled Migration; government changed rules on the criteria required for application for permanent residency; students are now required to complete at least two years of full-time study and required to be enrolled in 24 cpts each session; this rule applies retrospectively; this rule will apply to students graduating in December; UoW have worked hard to put certain guidelines in place; International Office staff will assist students.
- Teaching Awards; Aust College of Educators Peer Recognition in Teaching awards were recently received by Dr Anne Porter and Dr Son Lam Phung.

5.1 SCHOOL OF COMPUTER SCIENCE AND SOFTWARE ENGINEERING

Report on items discussed:

5.1.1 Alternative Pre-requisite for CSCI322 Systems Administration
SCSSE wishes to allow an alternative pre-requisite for CSCI322 Systems Administration.
It is proposed that the alternative pre-requisite shall be a combination of ISIT114 Object Oriented Programming and ISIT212 Corporate Network Planning and Design.
The FEC has recommended approval of the alternative pre-requisite.

Resolution FAC07/43:
It was resolved to approve the addition of an alternative pre-requisite for CSCI322 Systems Administration, being a combination of ISIT114 Object Oriented Programming and ISIT212 Corporate Network Planning and Design, effective from 2008.

5.1.2 Inclusion of a Statement in the UOW Subject Database
SCSSE wishes to include a statement in the UOW Subject Database which proclaims that CSCI191 Engineering Programming 1 and CSCI192 Engineering Programming 2 are not suitable replacements for CSCI114 or CSCI124.

Resolution FAC07/44:
It was resolved to approve the addition of the following statement in the UOW Subject Database, effective from 2008:
“CSCI191 Engineering Programming 1 and CSCI192 Engineering Programming 2 are not suitable replacements for CSCI114 or CSCI124”.

5.1.3 Deletion of Business Information Systems Double Major in BCompSc degree
SCSSE wishes to delete the Business Information Systems double major currently available within the Bachelor of Computer Science degree. As this discipline no longer exists in the Faculty of Commerce, the Handbook entry needs to be revised. SISAT has been notified.

Resolution FAC07/45:
It was resolved to approve the deletion of the Business Information Systems double major in the Bachelor of Computer Science degree, effective from 2008.
5.2 SCHOOL OF INFORMATION SYSTEMS AND TECHNOLOGY

Report on Items discussed:

5.2.1 Change to contact hours for IACT305/ITCS938 eBusiness Technologies

SISAT wishes to change the contact hours for IACT305/ITCS938 eBusiness Technologies from 1 hour lecture, 1 hour tutorial, 1 hour laboratory, to 1 hour lecture and 2 hour tutorial.

Resolution FAC07/46:
It was resolved to approve the change to the contact hours for IACT305/ITCS938 eBusiness Technologies from a 1 hour lecture, 1 hour tutorial and 1 hour laboratory, to a 1 hour lecture and 2 hour tutorial.

5.3 SCHOOL OF MATHEMATICS AND STATISTICS

Report on Items discussed:

5.3.1 Amendment to MATH322 Algebra

SMAS wishes to revise its offering of MATH322 Algebra. This is a third year elective in the Bachelor of Mathematics and Bachelor of Mathematics (Advanced) degrees.

MATH322 has been updated and revised so that it better reflects contemporary international research activity in Algebra. This will provide students with a modern perspective on the discipline and provide better preparation for students wishing to continue with research in pure mathematics.

Resolution FAC07/47:
It was resolved to approve the revisions to MATH322 Algebra, effective from 2009.

5.3.2 Amendment to MATH222 Continuous and Finite Mathematics

The pure mathematics group wishes to revise the content of MATH222, including a change of title from Continuous and Finite Mathematics to Continuous Mathematics. Under the proposed changes, the content of the subject will be modernised and there will be increased emphasis on applications. To make room for this there will be a substantial de-emphasis of the finite mathematics content in the subject.

Resolution FAC07/48:
It was resolved to approve the revisions to MATH222 Continuous and Finite Mathematics, effective from 2009.

* 6. HEADS OF SCHOOL REPORTS

6.1 SCSSE – Prof Philip Ogunbona

Prof Philip Ogunbona reported that:

- Staff movements; two positions have been advertised for IT Support staff; welcome to new staff member, Dr Casey Chow.
- Congratulations; ARC Grant winners, Prof Aditya Ghose, A/Prof Willy Susilo, A/Prof Yi Mu, Dr Koren Ward, Dr Ian Piper and Dr Markus Hagenbuchner; and URC Grant winners, Dr Casey Chow, Dr Aneesh Krishna, Dr Markus Hagenbuchner, Dr Zhiquan Zhou, Dr Quan Bai.
- Advisory Committee meeting; to discuss the BIST degree curriculum; initial reaction has been unfavourable therefore, new recommendations to be implemented.
• Trade Fair; Advisory Committee members were invited to judge seventeen project groups (75 students) who displayed their CSCI321 projects.
• Thanks to Phillip McKerrow; Best “Animation and Modelling” student project posted on YouTube; student projects from “Perception and Planning” posted on YouTube; SCSSE has received enquiries from Faculty of Engineering on the possibility of Mechatronics students taking the subject (Perception and Planning).

6.2 SISAT – A/Prof Peter Hyland
A/Prof Peter Hyland reported that:
• Research funding; congratulations to staff members, Dr Ghassan Beydoun, total joint funding $350K; Dr Ping Yu, total joint funding $301K and Dr Katina Michael, total funding $192K; URG Grants, Dr Khin Than Win and Dr Jun Shen received $10,000 and $8,500.
• In partnership with his wife, Dr Katina Michael, Dr Michael Michael, an Honorary Fellow in SISAT, was invited speaker at the 29th International Conference of Data Protection and Privacy Commissioners where they were presented a paper on “Uberveillance: 24/7 x 365 People Tracking and Monitoring”; Dr Michael and Holly Tootell were also interviewed by local television on similar topics.
• Holly Tootell organised the largest “Pink Breakfast” in NSW, to support breast cancer research; the breakfast was attended by over 500 people and raised about $15,000.
• Penney McFarlane has been elected to University Council.
• Prof Peter Eklund has decided to join SISAT as of early next year.
• Karen Williams will be leaving UoW on Friday 9 November after 15 years service; thank you for your contribution and best wishes.
• Dr Frithjof Dau who was on a 1 year contract is also leaving; he made a valuable contribution to teaching and research; thank you and well wishes.

6.3 SMAS –A/Prof Tim Marchant
in A/Prof Tim Marchant’s absence, A/Prof Graham Williams reported that:
• SMAS degrees are currently being accredited; the panel, some who are from other universities, are extremely enthusiastic and rather envious.

6.4 SECTE – Prof Fazel Naghdy
Prof Fazel Naghdy reported that:
• Welcome to senior lecturer, Dr Philip Ciufo who recently commenced with us.
• Dr Son Lam Phung and Montse Ros have been developing a relationship with ATMEL, a micro-controller manufacturer; ATMEL will be donating 50 development boards to the School once we join their program.
• Early Entry interviews are currently being held and still on-going; the number of guaranteed offers for the faculty as a whole is up from 171 to 203 and for the School has increased from 85 to 106; SECTE has had 43 interviews so far and 12 more scheduled; this makes a total of 55; 65% have received a guaranteed offer so far compared to 39% last year; this shows a significant improvement in the quality of the applicants.
• Visited recently by DMO (Defence Material Organisation); they are interested in developing a Memorandum of Understanding with UoW and offering co-op scholarships to the School.
• A group from the School also visited CSC two weeks ago: this is a company based in Wollongong with 83,000 employees worldwide; they are also interested in having closer interactions with the School and offer co-op scholarships.

• The Maths and Science Challenge has been finalised and is going ahead on 20 November; 240 students to attend from local high schools; in total we have raised $7,500 from the local industry; the VC is going to open the competition; there has been a lot of work in preparing for the media attention.

• Congratulations to Dr Son Lam Phung Lam who received the Australian College of Educators Peer Recognition Award for Outstanding Service as an Early-Career Lecturer.

• Space is still an issue; three academics do not have offices; the postgraduate space in building 35 will be converted to three offices; postgraduates from building 6, coursework computer lab, will move into building 3 in the space currently occupied by IET; have approached the DVC for the use of the residential homes nearby but they are not available as they will be demolished.

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 W Tibben
Nothing to report.

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

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

7.6 Faculty of Engineering – Dr K Ward
The next Engineering Faculty meeting will be held on 13 Nov 2007 which is too late for this meeting. However, the School of Mechanical, Materials and Mechatronic Engineering has expressed considerable interest in making CSCI444 Perception and Planning subject an elective subject for its Year 4 Mechatronics students.

7.7 Faculty of Health and Behavioural Sciences – Dr K T Win
Meeting held on the 26 October
- Professor Julie Steele has been appointed as the Head of School of Health Sciences; there are two Associate Head of Schools as discipline leaders for Public Health and Exercise Sciences.
- Space; 41.101 Computer lab will be transformed into Postgraduate research student and honours student space.
- Research; reminder the closing date for honours students scholarship - 30 November; Faculty Research Committee Prize day will be held and schools and research centres should nominate publication prize for student and best researcher.

7.8 Faculty of Law – Mrs H Tootell
Nothing to report.
7.9 Faculty of Science – A-Prof W Susilo
    Scheduled meeting cancelled.

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

7.11 Faculty Research Committee – Prof S Bouzerdoum (Dealt with under item 4)

7.12 University Education Committee – A-Prof G Williams (Dealt with under item 5)

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

7.14 Library Consultative Committee – Ms V Baker
    Nothing to report.

7.15 Report from the Faculty Librarian – Ms A Meldrum
    Nothing to report.

7.16 University Internationalisation Committee – Prof S-P Zhu
    Nothing to report.

7.17 Faculty WAC Committee – Ms A Lonard
    Nothing to report.

7.18 Wollongong College Australia Liaison Committee – A/Prof G Williams
    Nothing to report.

7.19 Academic Staff Development Committee – Prof S-P Zhu
    Nothing to report.

* 8. Any Other Business
    A presentation was given by Ms Chris Brewer, FSA Manager, CEDIR on Faculty Service Agreements; the FSA program provides support to faculties and units to develop material for teaching purposes which must be approved by the Faculty executive; this support begins with learning design and may or may not lead to resource development within the same six month agreement; if CEDIR cannot provide the qualified resource staff, it is recommended that staff apply for ESDF funding for support.
    Each FSA production period is 6 months (Jan - June/July - Dec); for further information, the CEDIR representative for the Faculty is David Macdonald (davidmcd@uow.edu.au).

* 9. Date of Next Meeting
    It was noted that this Faculty meeting is the last for this year and that a Faculty end-of-year function will be held later in session.
    It was also noted that the number of Senate Standing Committee meetings has been reduced in 2008 from six to five therefore, all Faculty Committee meeting dates will reflect this change.

Ref: FAC. 06/2007
    Committee Secretary (JJ Ext.5417)
    5 December 2007