UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of meeting No. 1/2008 held on Thursday, 13 March at 1:30pm in Building 8.G24

PRESENT: A/Prof G Williams (Chair), Mr C Agnew, Prof S Bouzerdoum, A/Prof I Burnett, Mr P Castle, Mr C Chang, Dr N Chaudhuri, Dr C Chow, Dr G Cox, Dr P Davy, Prof E Dutkiewicz, Dr M Edwards, Prof J Fulcher, Dr M Hagenbuchner, A/Prof P Hyland, Mr A Krishna, Mr P Larkin, Dr X-P Lu, Dr J McCoy, A/Prof R MacGregor, A/Prof Y Mu, A/Prof K Muttaqi, Prof F Naghdy, A/Prof G Naghdy, Ms Alison Norris, Prof P Ogunbona, Dr S Pan, A/Prof B Perera, Dr S Phung, Dr I Piper, Dr A Porter, Dr C Ritz, Dr M Ros, Prof S Safaei, Prof J Seberry, Dr J Shen, Dr M Sifer, A/Prof W Susilo, Mr W Tibben, Dr H Tootell, Dr K Ward, Mr B Webb, Dr K Win, Dr A Worthy, Dr T Xia, Dr J Yan, Dr L Ye, Dr R Zamani, A/Prof M Zhang, Dr Z Zhou, A/Prof T Herrington, Ms S Amos, 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 Dr J Abrantes, Ms G Awyzio, Mr R Brown, Mr G Bowrey, Mr B Bunt, A/Prof T Colman, Dr P Doulai, Dr C Gulati, Prof D Griffiths, Dr I Kharitonenko, Dr S K Lau, Dr W Li, A/Prof Y-X Lin, Ms A Meldrum, Dr M Nelson, A/Prof K Russell, Dr A Sims, Dr D Stirling, Dr P Yu
It was noted that, Mr G Bewsell, Prof J Chicharo, Dr R Clark, Dr L Dunn, A/PR X Huang, A/Prof P Nickolas, Dr R Raad, Mr P Vial, Prof S-P Zhu were on study leave; Dr K Michael is on maternity leave; Prof A Ghose is on long service leave.

1.2 Confirmation of Minutes from previous meeting held 8 November 2007
The minutes from the previous meeting, held 8 November, were confirmed as being a true and accurate recording. (Moved by A/Prof P Hyland)

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. Information Session on UoW's Purchasing and Procurement Policy by Mrs Katie Singh, Procurement Manager
4. Dean's Report
5. Associate Dean (Research) and Faculty Research Committee Report
6. Faculty and Education Committee Report
7. Heads of School’s Reports
8. Any Other Business – Update from Dr Holly Tootell on the Faculty’s Graduate Qualities

2.2 Unstarred Items
All unstarred items were endorsed.
3. **INFORMATION SESSION ON UOW’S PURCHASING AND PROCUREMENT POLICY**
   by Mrs Katie Singh, Procurement Manager, Financial Services:
   - A Purchasing Report 2007 for Informatics was tabled for discussion; it was noted that there was room for improvement in the area of seeking prior approval, prior to purchasing high value items, which is a legal requirement audited by ICAC.
   - It was noted that using the University’s preferred suppliers was highly recommended; justification is required for all orders placed with non-preferred suppliers; consideration should be given to internal services such as ITS for IT services and mobile phone purchases; B&G for maintenance and Print and Distribution Centre for printing; it was recommended that staff utilise existing State Government contracts which can provide competitive discounts.
   - It was highlighted that consultancy funding purchases remain the property of UoW; staff are not to use personal funds to purchase goods and services, as you may not be reimbursed because prior approval was not sort.
   - Conflict of interest is being closely monitored by auditors; if there is a potential conflict, a Conflict of Interest Declaration Form should be submitted by the staff member.
   - For further information, refer to the Financial Services, Purchasing and Procurement Policy at the following url link or contact the Faculty Finance Officer, Chris Agnew. [http://www.uow.edu.au/about/policy/purchasing.pdf](http://www.uow.edu.au/about/policy/purchasing.pdf)

4. **DEAN’S REPORT**
   A/Prof Graham Williams (Deputy Dean) reported that:
   **Staff:**
   - Prof Joe Chicharo is currently on study leave and will return sometime in August; while Graham takes on the Deputy Dean role, A/Prof Golshah Naghdy has kindly agreed to take on the Acting Sub-Dean role and A/Prof Rob Macgregor, the Chair of FEC.
   - January ESDF/T&L Fund; Informatics received 60% of total funding; 10 T&L Funds were awarded; congratulations to Holly Tootell for receiving a Faculty Teaching and Learning Scholars Award; 8 out of 12 ESDF grants from the Faculty were successful.
   - Interviews were held recently for SECTE and Student Enquiry Centre Administrative Assistant positions; SECTE Administrative Assistant to commence 17 March.
   - Interview held recently for SISAT academic contract position & about to interview for second position shortly.
   **Activities:**
   - Enrolment (reported under Students); thank you to Angelina Lonard for her organisation.
   - HDR Welcome Day; thank you to Julia for her organisation; 17 students attended:
     - 6 for SECTE
     - 4 for SCSSE
     - 3 for SISAT, and
     - 4 for SMAS
   - Postgraduate Coursework Information Evening; Solveig Dewhurst and A/Prof Golshah Naghdy attended.
   - Singapore graduation; held in February recently with 192 students graduating; attended by the Deputy Dean, Prof Philip Ogunbona, A/Prof Willy Susilo and Rachel Weine from the Faculty; Prof Rob Castle was very pleased with the quality of the students; also in attendance was Mr Chan Yeng Kit, Permanent Secretary, Ministry of Information, Communication and the Arts; looking to introduce a postgraduate diploma at a later date;
thank you to A/Prof Willy Susilo for all his involvement and commitment to the Singapore offshore program.

- Malaysia graduation; also held in February with 34 students graduating; the INTI offshore program has some problems with only 40 students enrolled and subjects currently running are out of date.
- Now gearing up for this year’s round of Information Evenings and Careers Markets; there will be twelve information evenings altogether, aimed at HSC level; attendance is impressive with students and parents attending.

**Students:**

- Domestic undergraduate enrolment:
  - Enrolled 254 against a quota of 270 (last year 231 against 275); thank you to the Schools and to Solveig Dewhurst for their hard work and commitment.
  - 9 Dean’s Scholars (5 in SCSSE, 3 in SECTE and 1 in SMAS); luncheon held recently with regular contact forecast between Dean’s Scholars and Faculty/Schools.

- International enrolment:
  - Total 309 (undergraduate 75; postgraduate 234) against 282 last year; including large group of postgraduate Saudi students from WCA.

- Student Representative elections; nominations now open (closing 20 March); if elections are held, the closing date will be 21 April; seek your assistance in advertising (OHT provided for your lectures); our Faculty is the only one with a full cohort of student reps (has been for past 5 years).
  - Acknowledge this Committee’s existing students given it’s their last meeting:
    - Melody Gouniai
    - Andrew Michielin
    - Charo Serventy
    - Rachel Bunder
    - Jason Bridgman
    - Oliver Towers

- Enrichment Program to run again this year commencing in May.

- Symposium: Embedding Mathematics & Statistics Learning Across the Disciplines; presented by Anne Porter on 15 February; to enable staff and students from across the university to have input into the specification, design and development of mathematics (including numeracy) and statistical learning resources for use across disciplines at UoW.

**Budget:**

- On track

**Other:**

- Space audit ongoing for Session I (was every hour on the hour for week 2 of session); less intensive across the remainder of the session.
- Presentation at next Faculty meeting on the results of the Workforce Survey (the Voice project).
- Also an introduction to the new Faculty travel portal at next meeting.
* 5. **ASSOCIATE DEAN (RESEARCH) REPORT**

Prof Salim Bouzerdoum reported that:

**ARC Grants:**
- Last week was the deadline; slightly down on last year; 25 applications from the Faculty out of 126 from UoW (20%), in addition to some applications submitted through other universities.
- 19 applications from the Faculty were sent to an external reviewer.

**Scholarships and new postgraduate students:**
- 17 new HDR students attended the orientation lunch organised by the Faculty; total number of new HDR students is not known yet due to late enrolments.
- 10 new scholarships were awarded to HDR students from the faculty (out of 83); 4 Honours scholarships (out 40) were awarded to Informatics students; domestic student scholarships numbers are down, a weakness at present.

**RQF and the new ERA:**
- RQF portfolios were compiled and will be used for internal reviews; RQF has been disbanded, but will be replaced by a new ERA (Excellence in Research for Australia), which will be administered by ARC; the previous RQF team at DEST will shift across to ARC; based mainly on quantitative measures and metrics; the impact will be embedded into the quality measure (it will include CRC and commercial research income, engagement with industry, industry contracts, etc.); trials will be run with two science disciplines this year; data collection for 2009 will still proceed via Chris Bray.
- The new DVC(R), Prof Judy Raper will join the university in mid July; she recently paid the University a short visit and held discussions with Deans and Research strengths directors.
- VC's Research Awards (closing date Friday 4 April 2008); please consider nominating:
  - VC's Award for Outstanding Achievement in Research Partnership
  - VC's Research Excellence Award for Senior Researchers
  - VC's Research Excellence Award for Emerging Researchers
- Deadline for publication data collection is 18 April 2008; it is important that data is entered correctly in RIS.

* 6. **FACULTY AND UNIVERSITY EDUCATION COMMITTEE**

A/Prof Rob MacGregor reported that:
- There is currently a new set of Student Conduct Rules effective January 2008; these new rules make assessment easier for staff; contact Prof David Griffiths for more details.
- Double majored subjects are about to be audited.
- Any major changes to subjects/courses need to be submitted to the FEC by 31 March deadline.
- A Quality Assurance Sub-Committee is looking at current academic advice procedures.
- Graduate Qualities deadline maybe put back from Session 2 implementation; key players are currently disbanded.

6.1 **Course Concepts Approved in 2007**

**Resolution FAC08/01:**

*It was resolved to note:*

At the end of 2007 a new course approval process was put in place by the Policy and Governance Unit. As part of this new process, Faculties are now required to submit
Course Concept forms for new or major course proposals, which are to be submitted to the Course Approval Management Group. Once the Course Concepts are approved by this group, the Faculty is to follow up with a more in-depth course proposal.

The following Course Concepts were approved in November 2007:

- Three new majors for the Bachelor of Mathematics and Finance:
  - Bachelor of Information Systems Honours
  - Bachelor of Information Technology Honours
  - Master of Information Technology Management

6.2 **Dean’s Scholars Program**

In working through the establishment and procedures for the inaugural Dean’s Scholars program, several issues arose relating to access to the program for students other than those applying through UAC, WAMs relating to access to, and continuation in the program, and ambiguous (potentially misleading) language contained in the promotional materials.

As a result the Faculty Executive Officer investigated the issues and developed a proposal paper, with recommendations, which was submitted to the Committee for its consideration.

**Criteria Overview (for information purposes only)**

1. By application, the Dean's Scholars program is open to domestic undergraduate students (via UAC) with a minimum UAI of 93
2. The program is also open to international students, sitting for an Australian qualification and applying through UAC, as per 1. above
3. The program has a total capacity of 15–20 students per year (note that this includes transferring students)
4. Current Informatics students wanting to transfer into the Dean's Scholars program:
   1. must have completed a full-time load (48 credit points) of first-year subjects over two consecutive sessions
   2. must have achieved a minimum WAM of 80
   3. must complete an online application form and lodge it prior to the end of the year to be eligible to apply
5. Part-time students are not eligible to apply for transfer into the program.
6. Only students enrolled in a Dean's Scholars program provided by another University of Wollongong Faculty are eligible to apply for transfer into the program as per point 4 above.
7. International students, not eligible to apply through UAC, will be considered further in 2009.
8. Continuation in the Dean's Scholars program is contingent upon maintaining a minimum WAM of 80.

**Resolution FAC08/02:**

*It was resolved to approve the following criteria for the Dean's Scholars program:*

1. that the allocated UAI (ie containing bonus points) be set to a minimum of 93 for UAC students to be eligible to apply
2. that eligibility to apply for transfer into the Dean’s Scholars program for existing Informatics students be limited to those students who have achieved a minimum WAM of 80 over a full-time load of 48 credit point first-year subjects over two consecutive sessions
3. **that eligibility to apply for transfer into the Dean’s Scholars program by students from other University of Wollongong faculties be limited to those students who were enrolled in that Faculty’s Dean’s Scholars program and achieved a minimum WAM of 80**

4. **that transfer into the Dean’s Scholars program not be open to part-time students nor to any student from other Universities**

5. **that a continuation WAM be set at a minimum of 80 for students to remain in Dean’s Scholars program**

6. **that all promotional material reflect the above criteria**

### 7. Heads of School Reports

#### 7.1 SCSSE – Prof Philip Ogunbona

Prof Philip Ogunbona reported that:

- Australasian Computer Science Week was held 22-25 January with 200 delegates attending; thank you to all staff involved in organising this successful event.
- Sonia Jennings is on LSL until 18 June; Kathy Lyon is replacing her while she is on leave.
- SCSSE School Advisory Committee is being held tomorrow.
- Linux Install Fest is running this Saturday 15 March; 50 students have registered.
- Welcome to new Computer Systems Officer, Mr Tri Hai Le; another Computer Systems Officer position is to be advertised shortly.

*(Please note: the following resolution should have appeared under item 6. Faculty and University Education Committee on the Faculty Committee Agenda):*

#### 7.1.1 New Prize: Internetrix Prize for Server Technology

SCSSE wishes to introduce a new prize for students enrolled in CSCI399 Server Technology. The prize is sponsored by Internetrix and will run until 2011. The prize details are outlined in the attached prize specification template.

**Resolution FAC08/03:**

*It was resolved to approve the new prize ‘Internetrix Prize for Server Technology’, effective immediately.*

#### 7.2 SISAT – A/Prof Peter Hyland

A/Prof Peter Hyland reported that:

- Start of year went very well, numbers of postgraduates very good; undergraduates are ok.
- Quite a few minor problems with the introduction of the new degrees, as subjects under the new degree structure should be in one semester but are currently in the other semester to accommodate existing students; Course Co-ordinators are doing a great job.
- Staffing has been a bit problematic with 3 vacancies not filled before the start of semester.
- Dr Katina Michael is on maternity leave; to be replaced by Dr Samuel Fosso-Wamba from Canada.
- Two other contract positions are in the final stages and should be resolved within 2-3 weeks; my thanks to Dr Byron Keating and Mark Freeman for filling those roles in the interim.
(Please note: that the following resolution should have appeared under item * 6. Faculty and University Education Committee on the Faculty Committee Agenda):

7.2.1 **New Prize: Internetrix Prize for Strategic e-Business Solutions** *(Attachment 4)*

SISAT wishes to introduce a new prize for students enrolled in IACT406 Strategic e-Business Solutions (ISIT306 from 2010). The prize is sponsored by Internetrix and will run until 2011. The prize details are outlined in the attached prize specification template.

**Resolution FAC08/04:**

*It was resolved to approve the new prize ‘Internetrix Prize for Strategic e-Business Solutions, effective immediately.*

7.3 **SMAS – A/Prof Tim Marchant**

A/Prof Tim Marchant reported that:

- Congratulations to Prof Jim Hill for being awarded the ANZIAM Medal.
- Dr Annette Worthy is currently busy organising the Mathematics Workshop of Liquid Crystal Technology which will run in May; webpage will be up shortly.
- Welcome to three new Research Fellows who have recently joined SMAS.
- Looking to appoint three new staff in CSSM, a Deputy Director, a Director of Statistical Consulting Services and a Clinical Trials Statistician; unsure where they will be located when appointed due to lack of space.
- Dr Caz Sandison is heading a review team for first year maths subjects; the proposal is that MATH141 become a specific subject for engineers; to FEC shortly for approval.

7.4 **SECTE – Prof Fazel Naghdy**

- Welcome to new Power lecturer, A/Prof Kashem Muttaqi.
- A/Prof Tad Wysocki has taken a Chair position at the University of Nebraska and has resigned from the School; he will be leaving in April.
- Welcome to new Administrative Officer, Ms Shannon Svenson who is filling the position vacated by the departure of Tracey O’Keefe.
- Welcome also to two new apprentices, Alex Georgeau and Chris Radoll who have been appointed to take on skills of retiring workshop staff.
- The School is in the process of preparation for accreditation with the Institutions of Engineers, Australia; the documentation is going this week and the accreditation visit will be in May.
- We have started our preparation for another round of Mathematics and Science Challenge which will take place in June; there will be 12 high schools participating this time, over two days.
- SECTE will be launching a new website by the end of this month.
- SECTE is currently working to restructure its postgraduate coursework programs.
- To note, recently there has been a huge increase of 62% in the internet usage charges from ITS.

8. **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.*
8.1 **Academic Senate** – Dr I Piper/Prof J Seberry/A-Prof G Williams/ Dr A Porter/A-Prof P Hyland
Nothing to report.

8.2 **Faculty of Arts** – Mr P Vial
Nothing to report.

8.3 **Faculty of Commerce** – Mr W Tibben
Meeting held at 12.30pm on Tuesday 18 September 2007.
The Faculty and the Graduate School will be a combined team and are currently gathering data for the pre-accreditation application to AACSB (Association of Advanced Collegiate Schools of Business). This will be an extensive document, which will need to cover the comprehensive list of AACSB standards, all of which are available for viewing on the AACSB website. A number of leading Australian universities already have this accreditation and others are in the process of applying. Almost every Australian Business Dean attended a recent AACSB conference held in Philadelphia.

*Commerce Central Update*
Justin Norris reported on the successful operation of Commerce Central which encompasses the Sub Deans’ and the International Unit as well as being the first stop for student enquiries. Enquiry areas covered by the front desk staff include summer session subject availability, waiver of subjects, tutorials, locality of staff and subject and course options.

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

8.5 **Faculty of Education** – Dr P Doulai
Meeting held on Tuesday 19th February 2008.
The Dean reported the appointment of an accreditation manager for the Faculty; graduation of over 350 students; Faculty Merit Scholarship for early childhood program and the commencement of Early Entry program for Bachelor of Maths Education and Bachelor of Science Education. Discussions also covered/highlighted issues related to Faculty IT infrastructure and the lack of sufficient IT support staff despite the support Faculty receives from the university.

8.6 **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.

8.7 **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.
8.8 Faculty of Law – Mrs H Tootell
Nothing to report. The next Faculty of Law meeting is scheduled for 12 March 2008.

8.9 Faculty of Science – A-Prof W Susilo
Nothing to report. The next meeting for Faculty of Science will be held 14 March 2008.

8.10 University Research Committee – Prof S Bouzerdoum (Dealt with under item 5)

8.11 Faculty Research Committee – Prof S Bouzerdoum (Dealt with under item 5)

8.12 University Education Committee – A-Prof R Macgregor (Dealt with under item 6)

8.13 Faculty Education Committee – A-Prof R Macgregor (Dealt with under item 6)

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

8.15 Report from the Faculty Librarian (Acting) – Ms S Amos
New library services are as follows:
- Academic space in the Library; there is a room on the 2nd floor of the library set aside for academic staff to use; there are computers, desks and comfy chairs; it is a lovely quite space; there is a coded lock on the door; the code is available from the information desk on the ground floor of the library.
- New catalogue features: Alerts- save a search and receive an email alert when ever a new item comes into the library that fits the search parameters; My books - keep a list of all those books you want to borrow but haven't the time to read; two services designed to help academics keep up to date with resources in their topic areas.

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

8.17 Faculty WAC Committee – Ms A Lonard
Nothing to report. WAC has yet to meet for 2008.

8.18 Wollongong College Australia Liaison Committee – A/Prof G Williams
Meeting held on March 4, 2008.
This Committee met for the first time late last year and has now had its second meeting on March 4; much of the discussion was centred around the performance of students at the College and then importantly at the University; sometimes the numbers of students involved are quite small but overall they do well in our degrees. For example in 2007 the pass rate of students from the College in Informatics subjects was:

- Postgraduate 94% amongst former WCA students and 93% for all students.
- Undergraduate 90.5% amongst former WCA students and 86% for all students.

In both groups the WCA students have done better than the average; similar things happened in previous years.
While this shows we should be happy to take WCA students unfortunately, our intake from there has halved over the last year.

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

9. Any Other Business
Dr Holly Tootell, Chair of the Faculty’s Graduate Qualities Working Party reported that:
• the role of the working party was to define the graduate qualities for each School, skipping Faculty level.
• the working party School representatives consists of Dr Ian Piper, Penney McFarlane, Dr Joanna Goard, and Dr Don Platt.
• A/Prof John Mcquilton to meet with the working party next week to provide further direction.

10. DATE OF NEXT MEETING
   It was noted that the next Faculty meeting will be scheduled for Thursday 15 May.

Ref: FAC. 01/2008
   Committee Secretary (JJ Ext.5417)
   26 March 2008