UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS

Minutes of meeting No. 2/2008 held on Thursday, 15 May at 1:30pm in Seminar Room 2, 1st floor, Library

PRESENT: A/Prof G Williams (Chair), Prof S Bouzerdoum, Mr R Brown, Dr C Chow, Dr P Davy, Dr P Doulai, Prof E Dutkiewicz, Mr M Freeman, Prof J Fulcher, A/Prof N Gray, Dr M Hagenbuchner, Dr I Kharitonenko, Mr A Krishna, Dr S Lau, Dr W Li, Prof T Marchant, Dr J McCoy, A/Prof R MacGregor, A/Prof P McKerrow, A/Prof Y Mu, A/Prof K Mutlaqi, Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson, Ms A Norris, Prof P Ogunbona, Dr S Pan, Dr S Phung, Dr A Porter, Dr C Ritz, Dr M Ros, A/Prof K Russell, Prof J Seberry, Dr J Shen, Dr M Sifer, Dr D Stirling, A/Prof W Susilo, Mr W Tibben, Dr H Tootell, Mr B Webb, Dr K Win, Dr T Xia, Dr J Yan, Dr R Zamani, Dr Z Zhou, A/Prof T Herrington, Ms A Meldrum, Mr V Calag, Mr R Estherby, Mr A Jausnik, Mr A Lee, Mr M Reyhanitabar, Mr K Vikas, Mr A Jausnik, Mr F Mikk, Mr S Nikolic, Mr S Petrou, Mr J Tiziano, Ms C Silveri, Ms R Weine, Ms J Huang, Ms L Clements, Ms A Lonard, Ms A Phillips, Ms J Morrison

IN ATTENDANCE: Ms J Johnson

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies were received from Ms S Dewhurst, A/Prof M Zhang, Prof R Chambers, Prof D Steel, Ms N Evans, Mr F Salim, Dr A Chatfield, A/Prof P Hyland, Prof F Safaei, A/Prof J Xi, A/Prof S Perera, Prof D Sutanto, Dr P Yu, Ms V Schmelitschek, Mr P Larkin, A/Prof Y-X Lin, Dr J Abrantes, Dr M Edwards, Dr D Platt, Dr A Worthy.
It was noted that, Mr G Bewsell, Prof J Chicharo, Dr R Clark, Dr L Dunn, A/Prof X Huang, A/Prof P Nickolas, Dr R Raad, Mr P Vial, Dr K Ward, 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 13 March 2008
The minutes from the previous meeting, held 13 March, 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. Presentation on UoW’s Voice Project Survey
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
9. Any Other Business – Introduction to the new Faculty Travel webpage by Johlene Morrison and Julia Johnson
2.2 **Unstarred Items**  
All unstarred items were endorsed.

* 3. **PRESENTATION ON UOW’S VOICE PROJECT SURVEY**  
Mr David Reynolds from PODS presented the results of the Workforce Survey:

- A summary of the university-wide results was presented.
- The Faculty results from the Workforce Survey were tabled for discussion; some highlights of the Faculty results included:
  - 168 surveys went out to Faculty staff with 137 responding; Faculty statistics appear below the benchmark because of the academic/general staff ratio.
    - Career Opportunities: Faculty (57%) vs UoW benchmark (56%)
    - Workload: Faculty (48%) vs UoW benchmark (47%)
    - Organisation Objectives: Faculty (78%) vs UoW benchmark (88%)
    - Customer Satisfaction: Faculty (69%) vs UoW benchmark (79%)
    - Facilities: Faculty (50%) vs UoW benchmark (63%)
    - Teaching: Faculty (58%) vs UoW benchmark (69%)
    - Entrepreneurship: Faculty (34%) vs UoW benchmark (44%)
    - Talent: Faculty (67%) vs UoW benchmark (80%)
  - It was noted that the Faculty may like to use this data for local action or for future Faculty planning.
  - There will be a repeat of the survey in 2009.
  - Some outstanding UoW-wide issues seem to be Cross-Unit Cooperation and Staff Involvement within Faculties.
  - For further information, staff are invited to visit the following url link: [https://intranet.uow.edu.au/personnel/yourvoice/index.html](https://intranet.uow.edu.au/personnel/yourvoice/index.html)

* 4. **DEAN’S REPORT**  
A/Prof Graham Williams (Deputy Dean) reported that:

**Congratulations:**

- SECTE for Engineers Australia accreditation for all degrees for five years; congratulations to Prof Fazel Naghdy and to Maree Burnett who collected all data for the process.
- Two SCSSE students; Timothy Zelinsky (BCompSc) and Matthew Byrne (SISAT) successful in competitive Apple University Consortium scholarships to attend Apple’s World Wide Developer Conference being held in San Francisco in June.
- Tim Marchant for his promotion to Professor; Dr Markus Hagenbuchner who was successful in Probation; Dr Stephen Pan on his conversion from contract to continuing staff.
- Prof Vic Gosbell who was a recent recipient of Engineers Australia M A Sargent Medal
- Lynne Clements for coordinating and publishing the very first Faculty newsletter; submissions of articles are now being accepted for newsletter number two; deadline is 30 May.
- Welcome to our six new student representatives on the Faculty Committee:
  - Aiden Lee
  - Ranjanathan Sriven Vikas Naidu
Farzad Salim
Robert Estherby
Mohammad Reza Rayhanitabar
Vicente Calag

Other Committee student representatives are:
- FEC and FRC – Meng Fai Cheow
- WAC – Robert McGregor

Had the highest number of nominations ever – 15 for 9 places; hotly contested election.

newly appointed Director of TITR, Prof Farzad Safaei and Deputy Director, A/Prof Willy Susilo; thank you to Prof Philip Ogunbona for holding the fort.

Staff:
- Maree and A/Prof Ian Burnett; Ian has accepted a position at RMIT after 14 years service with SECTE; Maree leaves SECTE after 32 years of service; the Faculty wishes them both all the best for the future.
- Solveig Dewhurst; will be moving over to ITC in a secondment position for six months; currently trying to find a suitable replacement which is proving extremely difficult.
- Welcome to new staff member, Lauren Hyslop, in the Student Enquiry Centre settling in well.
- New MICD commenced, Henry Valk; now looking at accommodation for Virginie Schmelitschek; concept currently being considered for Student Enquiry Centre location.
- New Finance Cadet, Jie Huang, on limited term for nine months.
- Visits to Dubai; new President appointed, Prof Rob Whelan from Faculty of Science; Prof John Patterson’s directive to staff intending to visit Dubai, must notify Prof Rob Castle beforehand.

Activities:
- Faculty Advisory Committee meeting was recently held Friday 9 May.
- Probations and Promotions- Faculty representative availability; an issue recently arose where four elected Faculty representatives were not able to attend the last Probations hearing; thank you to A/Prof Ken Russell and Prof Jennifer Seberry for stepping in at the last minute; please note that, Faculty representatives and Heads of Schools need to take note of the Probation and Promotion meeting dates and organise their schedules accordingly.
- UAI Bonus point scheme; two step process- identify subjects suitable for bonus point allocation, now in the process of identifying the number of bonus points to be allocated to each subject which is performed on a School basis.
- Recently met with Rob Castle and colleagues regarding the Faculty Planning and Student Survey 2007/Course Experience 2007 results; Rob complemented the Faculty at the recent UEC on excellent staff/student group work eg. Trade Show
- New Faculty Plan due for submission in July.
- New initiatives developed at last year’s mini Planning Meeting to be incorporated into new Plan.
Dean’s Scholars luncheon held recently; thanks to Lynne Clements for organising; there are currently eight Dean’s Scholars; an idea for these students is for them to become Faculty ambassadors at future careers markets.

Dean’s Merit List function held recently; thanks again to Lynne Clements for organising.

Careers Markets held recently in the Illawarra and Sutherland areas.

Students:

- Enrichment Program running again; commenced 3 May with good attendance; some deliveries are now full and have been removed from the registration page; thank you to Daniel Saffioti.
- Register for low-level academic misconduct responses being established in Faculty Office.
- New Careers Market flyers developed; smaller and eye-catching, includes School website links.

Budget:

- On track

Other:

- With BIST numbers dropping over the years, an Associate Degree in Information Systems and Technology is being developed.
- New degree proposal for Bachelor of Engineering Technology in Internet and Telecommunication Systems.

* 5. ASSOCIATE DEAN (RESEARCH) REPORT

Prof Salim Bouzerdoum reported that:

The Faculty research output continues to grow:

- HDR Students; the Faculty continues to attract high quality research students:
  - In 2007 the faculty had 160 HDR EFTSU’s, an increase of **18.5%** on 2006.
  - In 2008, **31 new** HDR students enrolled in the first session: 21 PhD and 10 Research Masters.
- The RQF has been abandoned and replaced with a new initiative, ERA (Excellence in Research for Australia); the new scheme is currently under intense development.
  - A consultation paper is due to be released at the end of May.
  - 8 discipline panels will be formed.
  - The outcomes will be used to inform Research Funding Pacts with Universities.
  - There will be no overall numerical scores, but bibliometric data will be used to assess research excellence; no impact statement will be required.
- ARC Future Fellowships; there will be about 200 new ARC Fellowships open to mid-career researchers (Prof and A/Prof level) each year for the next 5 years; all applications require University justification therefore, they must be coordinated with the Research Office.
- Two reviews have been undertaken by the government: Innovation and Higher education.
- Awards; three Faculty staff received major awards in recognition of their contributions in their respective fields:
  - Prof Matthew Wand was elected Fellow of the Australian Academy of Sciences.
  - Prof Jim Hill was awarded the ANZIAM medal.
• Prof Jennifer Seberry was awarded the Australasian Combinatorial Mathematics Society Gold Medal.

• Prof Vic Gosbell received the Engineers Australia M A Sargent Medal.

Prof Tim Marchant reported on the:

• Endeavour Awards; currently on offer via Kaye Osborn, International Marketing Officer and DEST; the Endeavour Executive Award provides professional development opportunities to Australian professionals in business, industry, education or government, program length is 1-4 months; includes activities such as work placement, attendance at a conference and participation in a short course or peer-to-peer learning; the Endeavour Research Fellowship provides financial support for postgraduate students and postdoctoral fellows from participating countries to undertake short-term research (4-6 months), in any field of study, in Australia; 70% success rate; applications close 31 July; for more information, visit the following url:
  http://www.uow.edu.au/research/rsc/student/scholarships/UOW043713.html

* 6. FACULTY AND UNIVERSITY EDUCATION COMMITTEE

A/Prof Rob MacGregor reported that:

➢ there was nothing to report from the Faculty Education Committee.

A/Prof Graham Williams attended the UEC and reported that:

➢ Computer Laboratory Committee; looking at lab usage across UoW which had improved slightly; the findings from their report recommend a minimum usage of 25% and most Informatics labs fall well below that with many at 15% or less; the Faculty will need to explain the low usage, some suggestions could be more sharing of labs; central booking; better timetabling and better design; the committee suggested a much greater use of laptops and replacement of fixed computer labs with laptop labs.

➢ Student surveys on subjects; are compulsory; have two questions free for use by the lecturer; lecturers are encouraged to make use of these.

➢ Probation and Promotion; some guidelines have been prepared for those seeking probation or promotion with teaching and learning rating highly as number one or two; the emphasis is to provide evidence for claims, such as results from student surveys and referee reports.

➢ Peer Review of teaching; lectures or other material will be reviewed by two academics, one from within the Faculty and one from another Faculty; these guidelines and the options of peer review will start from 2009; for staff contemplating promotion, attendance to the Peer Review workshop is highly recommended.


SISAT wishes to introduce a new prize for students enrolled in ITCS429 or ISIT929. The prize is sponsored by Pen Computer Systems Pty Ltd and will run until 2012. The prize details are outlined in the attached prize specification template.

Resolution FAC08/05:


6.2 New Prize: Pen Computer Company Prize for an Introduction to Health Informatics
SISAT wishes to introduce a new prize for students enrolled in ITCS430 or ISIT930. The prize is sponsored by Pen Computer Systems Pty Ltd and will run until 2012. The prize details are outlined in the attached prize specification template.

Resolution FAC08/06: 
It was resolved to approve the new ‘Pen Computer Company Prize for an Introduction to Health Informatics’, for introduction in 2009.

6.3 Change of name: MATH110
SMAS wishes to change the name of its subject MATH110 from ‘Advanced Mathematics 1’ to ‘Advanced Mathematics’.

Resolution FAC08/07: 
It was resolved to approve the change of name for MATH110 from ‘Advanced Mathematics 1’ to ‘Advanced Mathematics’.

6.4 Major changes to MATH141 and MATH142
SMAS wishes to make the following amendments to MATH141 Mathematics 1C Part 1 and MATH142 Mathematics 1C Part 2:


b). New direction in content and delivery, affecting all outcomes: The subjects will be "the" Mathematics subjects taken by all Engineering students (both from SECTE and the Faculty of Engineering - although top students may still choose to take MATH187/188 which will have a purely mathematical approach). The subjects will have an engineering flavour in both presentation and assessment. The subjects will now contain problem solving and group work components.

Resolution FAC08/08: 
It was resolved to approve the major changes to MATH141 and MATH142, including the change to the names, content and delivery, as outlined in the attached proposals.

6.5 Major changes to MATH187 and MATH188
SMAS wishes to make the following amendments to MATH187 Mathematics 1A Part 1 and MATH188 Mathematics 1A Part 2:


b). New content and delivery, affecting all outcomes: Differential calculus and Integral calculus each used to be split between MATH187 and MATH188. Now all Differential calculus will be presented as a topic in MATH187 and all Integral calculus will be presented as a topic in MATH188, creating more coherent, individual subjects. Further, the subjects will now contain problem solving and group work components.

Resolution FAC08/09: 
It was resolved to approve the major changes to MATH187 and MATH188, including the change to the names, content and delivery, as outlined in the attached proposals.

6.6 Telstra Prize
The attached Telstra Prize proposal was discussed at the 14 February 2008 meeting of the FEC, where concerns were raised about the method for determining the recipients of the Prize. Feedback was sought after the meeting.
The original criteria for the Prize was “the most improved WAM across the entire academic program...”. Members agreed this was too broad. The only suggestion received after a call for feedback was that:

- students are judged by the most improved WAM in their final year of the academic program and that
- Schools submit their top three preferences for the Faculty’s determination.

The Prize was again discussed at the 3 April FEC meeting where members recommended approval of the above recommendation.

**Resolution FAC08/10:**

*It was resolved to approve the new ‘Telstra Prize’, for introduction in 2009.*

### 6.7 Faculty Graduate Qualities

It has been recommended by the University’s Graduate Qualities Working Party that Faculties with mixed Schools should accept the University’s five Graduate Qualities by 1 July 2008.

The FEC recommended that the Faculty approves the adoption of the five UOW Graduate Qualities as the Faculty's Graduate Qualities. Each School will be required to develop its own Graduate Qualities at a later date.

**Resolution FAC08/11:**

*It was resolved to approve the adoption of the University’s five Graduate Qualities as the Faculty’s Graduate Qualities, effective immediately.*

### 6.8 Graduate Certificate in Technology Engineering

- **Master of Technology Engineering**
- **Engineering Studies**
- **Engineering Studies (Double Major)**

SECTE proposed a series of changes to its current Masters course offerings:

- Deletion of the Master of Internet Technology
- Deletion of Graduate Diploma in Internet Technology
- Introduction of Graduate Certificate in Technology Engineering
- Introduction of Master of Technology Engineering
- Introduction of new majors in the Master of Engineering Studies

**Resolution FAC08/12:**

*It was resolved to note that the approval of these changes and a Course Concept proposal was forwarded to the Course Approval Management Group. The Course Concept was approved by the CAMG. SECTE will now be required to submit a full course proposal to the 12 June meeting of FEC.*

### 7. Heads of School Reports

#### 7.1 SCSSE – Prof Philip Ogunbona

Nothing to report.

#### 7.2 SISAT – A/Prof Peter Hyland

Nothing to report.

#### 7.3 SMAS – Prof Tim Marchant

Prof Tim Marchant reported that:
AMSI Workshop on Mathematics Applied to Liquid Crystal Technologies 2008 was held recently on 8-10 May; a range of leading experts attended; this workshop will strengthen and expand international and national collaborations for SMAS.

BMathFin; new proposal including four new majors, articulation and accreditation is now completed and submitted to FEC. The proposal will include deleting the BMathEcon, with a new major in Mathematical Economics included within the BMathFin degree.

NSW Board Studies proposal for draft syllabus for Years 11 and 12 mathematics; A/Prof Jacqui Ramagge to be a representative on the committee; staff are welcome to visit SMAS for feedback.

7.4 SECTE – Prof Fazel Naghdy
Prof Fazel Naghdy reported that:

- Prof Vic Gosbell is the recipient of the Engineers Australia M A Sargent Medal this year; this is one of the most prestigious awards possible from Engineers Australia.
- The Engineers Australia Accreditation was concluded successfully; the process was very rigorous; the verbal report given at the end of the accreditation was very positive. In particular, they mentioned that:
  - our students are proud to be studying at UOW.
  - staff have pride in their work and enjoy their work.
  - there is a high level of industry support for the School.
  - School has sound academic leadership at all levels and
  - staff work harmoniously together.
- Maree and Prof Ian Burnett's positions have been advertised, with selection committees meeting shortly; we advertised for a Real Time Embedded Systems lecturer.
- Congratulations to Dr Steve Pan whose position has been converted from fixed term to continuing appointment.
- SECTE ran another successful Engineering and Science Saturday on 10th May; Dr Montse Ros who is the SECTE Girls for Engineering Coordinator has been part of the team running the event; this event is held three times per year, jointly between the Faculty of Engineering and SECTE; the girls attend four workshops, one of which is SECTE's Solar Powered DC Motor experiment; this time, there were 28 eager and interested girls, ranging from 10-13 years; in the past, SECTE's workshop has been voted most popular on the day by the girls, and although feedback is not available yet for last Saturday's sessions, we expect to receive equally favourable outcomes.
- The Course Concept for rationalising and streamlining our postgrad coursework degrees has been approved and we have been asked to provide full course and subject proposals.
- The School is currently exploring the possibility of introducing a Bachelor Engineering Technology in Internet and Telecommunications Systems. The Faculty Advisory Committee was very supportive of the concept and identified it as an important step towards responding to the industry need for engineers.
- We have started our preparation for another round of the Maths and Science Challenge for high school students which will take place in June; there will be twelve Schools participating this time over two days with around 500 students attending; Faculties of Science and Engineering will also be involved this year.
After recently meeting with James Langridge and Prof John Patterson, SECTE has started negotiation with UOWD to offer Electrical Engineering at their campus.

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
Meeting held 26 March 2008.

Library News:
- The VC noted the extension of library has reflected the International standing of the University; if staff are interested in a tour of the library, please contact the library.

New Government business:
- ERA (Excellence in Research Assessment) has been introduced to replace RQF; initially, there is no dollar attached to this measurement however, it is clear that this will determine the way funding is distributed in the future nonetheless, for next year, it will not influence the way funding is distributed; the focus on excellence and quality will be carried through.
- Innovation review setup has been initialised by Senator Carr.
- High Education Review will also be setup.

Other Business:
- Overall, UoW has strong enrolment numbers in domestic and international students.
- The new DVC-R has been appointed and she will start on 7 July 2008; VC noted that Prof Lee Astheimer has done a very good job during the DVC-R’s absence.
- The permanent CEO for Dubai will be appointed shortly.

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

8.3 Faculty of Commerce – Mr W Tibben
Nothing to report.

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

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

8.6 Faculty of Engineering – Dr K Ward
Meeting held on 8 April 2008.
- For the 2008 budget Engineering received 10% extra but are spending 13% extra due to 3 extra staff being put on in 2008.
- Engineering is still applying for $30m from the HEEF fund to construct the Engineering Futures Building where Building 6 is.
- 344 new students enrolled in Engineering in 2008; up from 320 new students in 2007.
- Expecting funds for Defense Centre Projects; it is anticipated 19 new staff will be needed to cover activities.
- The UOW Workforce Survey indicated Engineering staff generally consider their workloads to be too much.
- The next Faculty of Engineering Committee meeting is to be held on 11 September 2008.

8.7 Faculty of Health and Behavioural Sciences — Dr K T Win
Meeting was held on 2 May 2008.

The Dean reported on:
- recommendation of University entry for students based on their high school courses.
- International Office of the faculty to have a rapid turn around time.
- Early Entry for Nursing, Population Health and Indigenous Health
- the status of the development application for GSM.

FEC chair reported on:
- academic risk; availability of subject outlines at central location and statement that is to be included in the subject outline for every subject (i.e., how the subject has been altered by feedback).

FRC
- Email list for all HDR students in faculty so that students can get relevant information.
- Scholarship ranking and weighting systems were mentioned.
- Reminding staff on URC small grant application deadline—28 July 2008.

8.8 Faculty of Law — Mrs H Tootell
Nothing to report. Law faculty cancelled their last meeting.

8.9 Faculty of Science — A-Prof W Susilo
Meeting held 20 March 2008
- David Reynolds presented the results of the Workforce Survey:
  The highlight of the results included:
  
  a) Organisation Direction: Faculty of Science (63%) vs University wide (69%)
  b) Facilities: Faculty of Science (55%) vs University wide (63%)
  c) Performance Appraisal: Faculty of Science (79%) vs University wide (67%)
  d) Research: Faculty of Science (85%) vs University wide (78%)

  Staff are invited to view the details from UoW Workforce Survey: https://intranet.uow.edu.au/personnel/yourvoice/index.html

- Faculty of Science revised the Master of Science program (coursework) which is a 72cps program; it was suggested by UniAdvice that this program should span over two years.

- The newly appointed Assoc Dean (Research), Prof Mark Wilson has commenced; the first thing that will be done is to operate and plan to use the Faculty Consultancy income to support internationalisation of research (e.g., to support conference funding, running international conferences etc.)

- Faculty of Science quota has been fulfilled and achieved; this is due to all activities related including Early Entry, promotional material, etc.

- Restructuring of ARD; there used to be a person who used to deal with a faculty now, the forms that need to be sent to ARD will be sent to a single person in ARD, but she will distribute the forms to the appropriate person who will handle the application/form. Therefore, some forms are processed but some of them are not dealt with. It is suggested to keep the record on anything that is sent to ARD.
- Space is still an issue with the faculty; IPRI (Gordon Wallace’s group) will move to the Innovation campus; this action will relinquish some buildings in the campus; these issues are dealt at the faculty level.

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 A Meldrum
Nothing to report.

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

8.17 Faculty WAC Committee – Ms A Lonard
Meeting held on 27 March 2008.

- only one Loss Time injury has been reported for the current year through SafetyNet, the University’s incident reporting mechanism. Staff are encouraged to report any hazards, incidents and risks via SafetyNet in order for the OH&S unit to act on them quickly.
- an Audit/Inspection plan was tabled at the meeting; staff responsible for leading the audits/inspections will be reminded prior to the audits taking place.
- the University’s OH&S Policy has been revised to better reflect legislation; the Policy is currently being submitted to the Administrative Committee for ratification.
- smoking under the building 3 carpark has been a recurring issue; according to the ‘Smoke Free Workplace’ policy, supervisors of the area or offenders are responsible for ensuring compliance with the policy for areas and personnel under their responsibility.

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

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

*9. Any Other Business

- The new centralised travel guidelines and webpage were presented to the Faculty by Johlene Morrison and Julia Johnson. For further information on travel arrangements, please contact:

  **Domestic Travel Officer** - Julia Johnson [email] x5417
  **International Travel Officer** – Johlene Morrison [email] x5533

or visit the following link to the Staff and Postgraduate Student Travel webpage: [http://www.uow.edu.au/informatics/staff/Travel/UOW044195.html](http://www.uow.edu.au/informatics/staff/Travel/UOW044195.html)

- It was noted that there was a request from Brian Webb for a Faculty-wide Finance presentation in the near future, to inform staff about the new centralised finance procedures and guidelines.
10. **Faculty Plan 2008-09**
   It was noted that the first Faculty Plan Progress Report for 2008 has been completed.

11. **Date of Next Meeting**
   It was noted that the next Faculty meeting will be scheduled for Thursday 10 July.

Ref: FAC. 02/2008
    Committee Secretary (JJ Ext.5417)
    22 May 2008