UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS

Minutes of meeting No. 3/2008 held on Thursday, 10 July at 1:30pm in Building 3 Room 121.

PRESENT: A/Prof G Williams (Chair), Mr G Bewsell, Mrs C Birrell, Mr M Freeman, Prof J Fulcher, A/Prof N Gray, Prof D Griffiths, Dr M Hagenbuchner, Assoc Prof P Hyland, Dr A Krishna, Mr P Larkin, Dr Y-X Lu, Prof T Marchant, Dr L McAven, Dr J McCoy, Ms P McFarlane, A/Prof R MacGregor, A/Prof Y Mu, Prof F Naghdy, A/Prof G Naghdy, Dr M Nelson, Prof P Ogunbona, Dr A Porter, Dr P Premaratne, Dr C Ritz, Dr M Ros, Dr M Sifer, Dr D Stirling, A/Prof W Susilo, Prof D Soetanto, Mr W Tibben, Dr H Tootell, Dr K Win, Dr A Worthy, Dr T Xia, Dr J Yan, Dr R Zamani, A/Prof M Zhang, Dr Z Zhou, A/Prof G Alici, Dr N Evans, Ms A Meldrum, Mr Ian Olney, Mr A Lee, Mr V Calag, Mr S Nikolic, Ms A Lonard.

IN ATTENDANCE: Ms K Lyon

1. PRELIMINARY BUSINESS

1.1 Apologies, Leave of Absence
Apologies were received from Prof S Bouzerdoum, Mr R Brown, Prof R Chambers, Dr C Chow, Ms S Dewhurst, Prof E Duttikewicz, Dr M Edwards, Mr R Estherby, A/Prof S Ingham, R Kondala, Dr S Lau, A/PR Kashem Muttaqi, Ms Marji Puotinen, Dr Christian Ritz, Prof J Seberry, Dr J Shen, Prof D Steel, Mr B Webb, Mr F Salim, Dr A Chatfield, Prof F Safaei, A/Prof J Xi, A/Prof S Perera, Dr P Yu, Ms V Schmelitschek, Mr P Larkin, A/Prof Y-X Lin, Dr J Abrantes, Dr D Platt, Dr A Worthy.

It was noted that Prof J Chicharo, Dr Nirmalendu Chaudhuri, Dr P Davy, A/Prof T Herrington, A/Prof P McKerrow, Dr Donald Platt, Dr David Stirling, A/PR Jiangtao Xi, Dr Lei Ye, and Dr Ping Yu were on study leave; Dr K Michael and Dr C Sandison are on maternity leave.

1.2 Confirmation of Minutes from previous meeting held 15 May 2008
The minutes from the previous meeting, held 15 May, were confirmed as being a true and accurate recording. (Moved by A/Prof P Hyland)

1.3 Business Arising from the Minutes

1.3.1 Chris Agnew will visit SECTE to inform staff about the new centralised finance procedures and guidelines.

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. Faculty and University Education Committee Report
6. Heads of Schools’ Reports

2.2 Unstarred Items
All unstarred items were endorsed.
3. **DEAN’S REPORT**

A/Prof Graham Williams (Deputy Dean) reported that:

**Congratulations:**
- David Steel - highly commended in the Outstanding Achievement in Research Partnerships Award. This is for David's partnership with the Australian Bureau of Statistics.
- Minjie Zhang - highly commended for Excellence in Research Supervision.
- Phil Ciufo - $45k from the Australian Power Institute to improve teaching in laboratories.
- Anne Porter - A Carrick Grant (now renamed to the Australian Learning and Teaching Council) for Building Leadership Capacity for Development and Sharing of Mathematics Learning Resources across Disciplines and Universities.
- Philip Laird - the individual Community Engagement Award for his significant and sustained commitment to the community in multiple roles over many years.
- Peter Eklund - ARC Linkage Project with the Australian Museum and researchers from Creative Arts for the Development of Concept Lattices.
- Peter Eklund – elected as a Fellow to the Australian Computer Society (ACS)
- Christian Ritz - an ESDF grant (another one!) for the project Quality Graduates become Professional Engineers.
- John Fulcher and Carlo Giusti - 25 year Service Awards.
- Fazel Naghdy and Stephen Pan for coordinating another successful High School Challenge, held 25 and 26 June.
- Jacqui Ramagge and Rod Nillsen for coordinating another successful High School Mathematics Teachers’ Day.
- Jennifer Seberry, Yi Mu and Willy Susilo for the recent Computer Security Conference.

**Staff:**
- Angelina Lonard in Solveig’s position while Solveig is on secondment.
- Tim McDonald in Angelina’s position.
- Micheline Bajjada has commenced in Maree Burnett’s position.
- Anji Phillips on secondment to Faculty of Engineering for six months.
- Henry Valk has resigned. The MICD position will be advertised shortly.
- Newly elected representatives. Thank you to previous reps. New reps as follows:
  - Academic Probations Committee (Professorial male) - Aditya Ghose
  - Academic Promotion Committee (Professorial Female) - Jennifer Seberry
  - Academic Promotion Committee (Sub-Professorial male) - Ken Russell
  - Academic Promotion Committee (Professorial male) - Song-Ping Zhu
  - Academic Staff Development Committee - Ghassan Beydoun
  - Internationalisation Committee - Aneesh Krishna
  - Library Consultative Committee - Holly Tootell
  - Faculty Research Committee - Minjie Zhang
- Faculty of Science - Casey Chow
- Faculty of Health & Behavioural Sciences - Khin Than Win
- Faculty of Engineering - Koren Ward
- Faculty of Law - Preshan Premartne
- Faculty of Commerce - Will Tibben
- Faculty of Education - Annette Worthy
- Faculty of Arts - Ping Yu
- Vacancies:
  - Creative Arts – those interested are to see Graham.
  - Academic Promotion Committee (sub-Professorial female)
  - Faculty Workload Reference Group – Xiao-Ping Lu and David Griffiths were nominated to fill these vacancies.

Activities:
- Orientation and enrolment, Monday 14 July (International orientation and pre-enrolment session), Wednesday 16 July (Enrolment)
- Graduation, Informatics graduating on 17 July, 2.30pm.
- Early Entry registrations: 33 today, compared to 13 at 10/7/07. The Early Entry scheme is available across all Faculties this year.
- Faculty Planning Conference – entire Faculty. Scheduled for 27 and 28 November, will be seeking RSVPs shortly.
- Online enrolment in Singapore – Anji Phillips attended to roll-out
- Faculty Plan being submitted this month
- Careers Markets – Central West (27-29 May), Albury/Wagga Wagga/Griffith (25-27 June)
- Science/IT/Engineering Information Evening (1 July)
- ICT Careers Week: event to be held on Wednesday 30 July – panel of industry representatives who are recent graduates of the Faculty. Public will be invited. Working party has met several times to come up with initiative for the week. UniAdvice has been seconded to provide advertising and media support.

Students:
- Spring session 2008 offers:
  - International: 199 COEs – however not all will accept, expect about 169
  - Domestic: 58 offers – however not all will accept, expect about 10-20.
- Spring session 2007 offers:
  - International: 187 COEs
  - Domestic: 25 enrolled.

Budget:
- Chris Agnew will present a report at the next Faculty Committee meeting.
* 4. ASSOCIATE DEAN (RESEARCH) REPORT

In the absence of Prof Salim Bouzerdoum, A/Prof Graham Williams (Deputy Dean) reported that:

- The VC Awards ceremony is took place on the 27 June. This year new research awards were introduced. Two staff form the faculty were highly commended:
  
  i. Prof. David Steel for Outstanding Achievement in Research Partnerships for his work with the ABS.
  
  ii. Associate Prof. Minjie Zhang for Excellence in Research Supervision.

- The University sent a submission to DIISR Research Training Review which calls for an increase in the amount and duration of the APA stipend, opening more scholarships to international students, and a review of postdoctoral training.

- A new Honorary Postdoctoral Research Associate Position has been created. The aim is to allow graduating Ph.D. student to remain part of the Univ. to allow them to complete their publications and additional research work. No funding support is attached to such positions, and the Honorary Research Associates will not have access to internal research funding schemes.

- The URC terms of reference are being revised. The proposal is to reduce the membership: two Deans, two Directors of Research strengths, and no FRC chairs; the latter will be represented by the URSC Deputy Chair.

- Research Excellence for Australia (ERA)
  
  i. A consultation paper along with the draft journal rankings were released in June.
  
  ii. A brief response was submitted to the research office concerning Indicators of Success in Applied Research and Translation of Research Outcomes for the ERA consultation paper.
  
  iii. The Faculty is in the process of preparing a response to the draft journal rankings released by ARC.

- ARC Future Fellowships.
  
  i. There will be about 200 new ARC Future Fellowships open to mid-career researchers (at the level of Prof. and Associate Prof.), each year for the next 5 years.
  
  ii. Mid-career is defined as Researchers who have between 5 and 15 years research experience after the award of the Ph.D.
  
  iii. All applications require University approval and justification.
  
  iv. Overseas researchers can apply, but this has to be part of the Faculty and School future plans because at the end of the five years the fellow’s position should be converted to a continuing position.

* 5. FACULTY AND UNIVERSITY EDUCATION COMMITTEE

A/Prof Rob MacGregor reported that:

- UOW is preparing a package to be introduced in 2009 for staff seeking promotion with a teaching only emphasis. Please contact Rob Macgregor for a copy. Rob will arrange a presentation to interested staff when the document is finalised.
5.1 Minor Subject Revision: CSCI124 Applied Programming
SCSSE wishes to propose a minor revision to CSCI124 Applied Programming. The School has approved an addition to the existing co/pre-requisites for this subject.

The new co / pre-requisites are:

CSCI111 & CSCI103 or (CSCI114 and CSCI103) or (CSCI114 and MATH111)

Resolution FAC08/13:
It was resolved to approve the addition of CSCI114 and MATH111 to the co/pre-requisites for CSCI124 Applied Programming, effective from 2009.

5.2 Major Subject Revisions: SCSSE
SCSSE wishes to propose major revisions to the following subjects:

CSCI204 Object Programming and Frameworks
- to contain a short introduction to OO design, including UML modelling for a program (use case, class diagrams including hierarchies associations and composition, and dynamic sequence diagrams). This material being part of the OO design content previously in CSCI213. Change of title for subject- Object and Generic Programming in C++

CSCI205 Software Development Methods & Tools
- content revised to match what is actually taught, "design patterns and reuse" to be removed from CSCI222 as it has been a part of CSCI205. (Some overlap in content of CSCI222 and CSCI205 remains and is inevitable; CSCI205 is a detailed exploration of one part of the general CSCI222 overview coverage of systems development.)

CSCI213 Java Programming & Object Oriented Design
- the OO design component is to be excised as it duplicates material covered elsewhere. The Java content has a small expansion to include mention of Java Micro Edition and its libraries. (This could allow some Java "games" component.) Change of title for subject- Java Programming and Applications

CSCI222 Systems Development
- rewording of content and objectives to emphasise the primary goal of this subject being preparation for CSCI321 software project

Resolution FAC08/14:
It was resolved to approve the major revisions to the following subjects: CSCI204 Object Programming and Frameworks, CSCI205 Development Methods and Tools, CSCI213 Java Programming and Object Oriented Design, and CSCI222 Systems Development, effective from 2009.

5.3 Major amendment: Master of Engineering Studies and Master of Engineering Studies (Double Major)
SECTE wishes to propose a major amendment to the course curriculum for the Master of Engineering Studies and Master of Engineering Studies (Double Major), including the new subject, ECTE975 Communications and ICT Workplace Practice.

The existing three majors of Computer, Telecommunications and Electrical Engineering have been retained. Four new majors are proposed: Digital Media Broadcasting, Internet Technology, Power Engineering, and Robotics and Automation.

These proposals were approved by the Faculty Education Committee and forwarded to the Course Approval Management Group.
Resolution 08/15:
It was resolved to approve the major revisions to the Master of Engineering Studies and the Master of Engineering Studies (Double Major), effective from 2009.

5.4 New Course Proposal: Graduate Certificate in Technology Engineering
SECTE wishes to propose the introduction of a new Graduate Certificate in Technology Engineering, including new subjects: GCT9172 Introduction to Circuits and Devices
GCT9202 Circuits and Devices
GCT9203 Signals and Systems
GCT9212 Electronics
GCT9222 Power Engineering 1
GCT9233 Digital Hardware 1
GCT9281 Embedded Internet Systems
GCT9282 Internet Systems
GCT9283 Internet Technology 2
GCT9301 Digital Signal Processing
GCT9323 Power Engineering 2
GCT9331 Embedded Java Systems
GCT9333 Digital Hardware 2
GCT9344 Control Theory
GCT9363 Communication Theory
GCT9364 Data Communications

The Graduate Certificate in Technology Engineering will provide an entry level to the Coursework Master Program for students requiring preparatory work.

This proposal was approved by the Faculty Education Committee and forwarded to the Course Approval Management Group.

Resolution 08/16:
It was resolved to approve the introduction of the new Graduate Certificate in Technology Engineering, effective from 2009.

5.5 New Course Proposal: Master of Technology Engineering
SECTE wishes to propose the introduction of a new Master of Technology Engineering (MTE), including the new subject, ECTE975 Communications and ICT Workplace Practice.

The MTE provides the opportunity for students with a bachelor's degree other than that in electrical engineering or related discipline to undertake a major in Computer Engineering, Digital Media Broadcasting, Electrical Engineering, Internet Technology, Power Engineering, Robotics and Automation or Telecommunications Engineering. The major would be recorded on the student's testamur.

This proposal was approved by the Faculty Education Committee and forwarded to the Course Approval Management Group.

Resolution 08/17:
It was resolved to approve the introduction of the new Master of Technology Engineering, effective from 2009.

5.6 Deletion of Course: Master of Internet Technology
SECTE wishes to delete the Master of Internet Technology, as part of the revision of the Master of Engineering Studies and the introduction of the Master of Technology Engineering. Internet Technology has been proposed as a new major within these two degrees.
This proposal was approved by the Faculty Education Committee and forwarded to the Course Approval Management Group.

Resolution 08/18:
It was resolved to approve the deletion of the Master of Internet Technology, effective from 2009.

5.7 Minor amendment: Bachelor of Engineering Studies
SECTE wishes to make the following minor amendments to the Bachelor of Engineering (Computer and Telecommunications majors):

7.7.1 Addition of ECTE468 Coding and Error Correction (new title) and ECTE471 Robotics and Flexible Automation to the list of Computer Engineering major subjects; and
7.7.2 Addition of ECTE432 Computer Architecture and ECTE433 Embedded Systems to the list of Telecommunications Engineering major subjects effective from 2009.

Resolution 08/19:
It was resolved to approve the minor amendments to the Bachelor of Engineering (Computer and Telecommunications majors), effective from 2009.

5.8 Deletion of Prize: Spruson & Ferguson Prize for INFO202 Project
SECTE wishes to withdraw the Spruson & Ferguson Prize awarded to INFO202 Project, from 2008, at the request of the donor. The Prize is not being awarded for 2007 as there were no candidates of sufficient merit.

Resolution 08/20:
It was resolved to approve the deletion of the ‘Spruson & Ferguson Prize for INFO202 Project’, effective immediately.

5.9 New Prize: Spruson & Ferguson ECTE457 Thesis
SECTE wishes to propose a new prize, the Spruson & Ferguson Prize ECTE457 Thesis Prize, for introduction in 2009, based on 2008 results.

Details of the prize are outlined in the attached prize specification sheet.

Resolution 08/21:
It was resolved to approve the introduction of the new prize, ‘Spruson & Ferguson ECTE457 Thesis Prize’, effective from 2009.

5.10 New Course Proposal: Bachelor of Information Systems (Honours) and Bachelor of Information Technology (Honours)
SISAT wishes to introduce an Honours year into both the Bachelor of Information Systems and the Bachelor of Information Technology. The proposal is to also include the Dean’s Scholars for both degrees.

These proposals have been approved by the Faculty Education Committee and forwarded to the Course Approval Management Group.

Resolution 08/22:
It was resolved to approve the introduction of an Honours year for the Bachelor of Information Systems and the Bachelor of Information Technology, including the Dean’s Scholars for both degrees, effective from 2009.
5.11 Major amendment: Master of Information Technology Management
SISAT wishes to propose a major amendment to the Master of Information Technology Management course structure, as outlined in the attached documents.

This proposal has been approved by the Faculty Education Committee and forwarded to the Course Approval Management Group.

**Resolution 08/23:**
It was resolved to approve the major amendment to the Master of Information Technology Management course structure, effective from 2009.

5.12 New Subject: MATH324 Calculus of variations and geometry
SMAS wishes to introduce a new subject, MATH324 Calculus of variations and geometry, as an elective for all mathematics courses.

**Resolution 08/24:**
It was resolved to approve the introduction of the new subject, MATH324 Calculus of variations and geometry, effective from 2009.

5.13 Major amendment: Bachelor of Mathematics and Finance
SMAS wishes to make the following amendments to the Bachelor of Mathematics and Finance:

- Addition of four new majors: Risk Management and Insurance, Quantitative Corporate Finance and Investments, Financial Services, Mathematical Economics, to allow students to specialise in key areas of mathematical finance.
- Deletion of the Bachelor of Mathematics and Economics degree, due to the extremely low number of enrolments over the past few years.

This proposal has been approved by the Faculty Education Committee and forwarded to the Course Approval Management Group.

**Resolution 08/25:**
It was resolved to approve the major amendment to the Bachelor of Mathematics and Finance and the deletion of the Bachelor of Mathematics and Economics, effective from 2009.

5.14 SECTE Graduate Qualities
SECTE wishes to adopt the attached Graduate Qualities and asks Faculty for approval.

**Resolution 08/26:**
It was resolved to approve SECTE’s proposed Graduate Qualities.

* 6. Heads of School Reports

6.1 SCSSSE – Prof Philip Ogunbona
Administration and Staff Matters
- We have been successful in appointing one new Computer Systems officer to administer the Windows domain of the SISAT, SCSSSE and the Faculty Office. Mr Ice Gramatkovski and Mr Daniel Greaves joins the team from the University ITS.
- Ms Yuan Tian will be on Long Service Leave until December 2008. During this period Mr. Daniel Greaves will be taking on her tasks.
- Sonia Jennings is back from Long Service Leave. We welcome her back.
• Prof. John Fulcher received the 25-year Service Award at the last Vice Chancellors Awards Ceremony. Congratulations to John.

• Associate Professor Minjie Zhang received commendation for Excellence in Research Supervision. Congratulations to Minjie.

Teaching and Curriculum
• There are a host of changes involving new degree being introduced; subject prerequisite being modified; subject outline and focus being modified. The details are in the business papers for this Faculty Committee meeting.

Research
• Nothing significant to report apart from the fact that all hands are on deck.

Other activities
• The educational video produced one of the Master of Digital Multimedia students, Fabio Vita, will be shown at a Sight Village Exhibition in Birmingham, U.K. 15-17 July 2008. The video provides training for sighted people who train visually impaired people to use echo location visual aid devices.

• The School hosted the 13th Australasian Conference on Information Security and Privacy (ACISP 2008) the University from 7-9 July. The conference was chaired by Associate Professors Yi Mu and Willy Susilo. The General Chair was Professor Jennifer Seberry. The conference attracted 80 participants from within and outside the region.

• The series of activities of the SCSSE Computer club has been very successful. The next activity is on networking and will be on Saturday 2nd August. Daniel Saffioti has been terrific with the organization of this program.

6.2 SISAT – A/Prof Peter Hyland

Administration and Staff Matters
• Kathy Lyon has replaced Julia Johnson in the Student Enquiry Centre.

• Holly Tootell has received a Carrick citation. Holly will shortly be commencing maternity leave and will be replaced by Joe Chow and Shawn Tyler will work as a Research Assistant.

• Peter Eklund is now a fellow of the ACS and has an ARC linkage project.

• Curriculum review is continuing with eight subjects to undergo major changes.

• The MICT has reduced its numbers and this will be addressed with the possible introduction of the MIT.

6.3 SMAS – Prof Tim Marchant

Prof Tim Marchant reported that:

• Anne Porter - A Carrick Grant (now renamed to the Australian Learning and Teaching Council) for Building Leadership Capacity for Development and Sharing of Mathematics Learning Resources across Disciplines and Universities.

• Congratulations also to Phillip Laird for his award for community engagement and Jacqui Ramage and Rod Nillsen for the High School Maths Teachers’ Day.

6.4 SECTE – Prof Fazel Naghdy

Prof Fazel Naghdy reported that:

• Phil Ciufo, Sarath Perera, Sean Elphick - $45k from the Australian Power Institute to improve teaching in laboratories.

• Micheline Bajjada has commenced as the Administrative Officer.
• High School Challenge was held on 25/26 June, 470 students and teachers attended. This event reinforced the importance of maths and science for the HSC. Each participant will receive a certificate at their school assembly.
• Enrolments for 3rd and 4th year have increased. This is a result of the link with Zhengzhou University in China.

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
Commerce Faculty Meeting held 25 March 2008
- The Dean congratulated staff - good increases in both domestic and international enrolments.
- The Commerce Faculty will be commencing a new BCom (Supply Chain Management) at PSB Singapore but will be winding back the current Hong Kong partnership. Enrolment in Dubai continues to be strong.
- Discipline leadership, classroom innovation and curriculum development were noted as areas that staff could use to promote teaching in the career development programme. Staff were invited to discuss further with Deputy Dean.
- Work to align staff culture with Faculty Purpose was also reported on.
- Work on graduate qualities was noted.

Commerce Faculty Meeting held 20 May 2008
- The meeting was informed of the recent passing of Hemant Deo (Finance) - a minutes silence followed.
- Explanation of the benefits of the AACSBAACSB (Association of Advanced Collegiate Schools of Business) accreditation. Benefits noted included a comprehensive quality assurance framework that integrated curriculum development with current thought leadership in the area of business. An extensive range of resources is available.
- More discussion on the development of faculty purpose statement along the lines of… ‘…Socially innovative commerce is ethical; environmentally sustainable; is humane; underpinned by business innovation; creates wealth and well being; and produces strong society…’. The purpose is to create good alignment between personal career goals and faculty goals.
- M Zanko explained latest developments in graduate qualities work. This requires consensus from a range of actors such as faculty staff, external partners as well as CEDIR. He also indicated the importance of e-portfolios in relation to profiling and graduate qualities.
- M Zanko is also leading work within the faculty to undertake a comprehensive review of Undergraduate Courses. Planned for completion in 2010,
- M Zanko also took members through the latest Subject Outline Template. This will be used for subject this Spring (08).
- A new subject was flagged by M Ngui which included the placement of students for 6 weeks in a company in the Asia-Pacific. Six or Seven companies had been lined up for this requirement.

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
- Meeting was held on 27 May 2008.
- International enrolments in Engineering- PG degrees are up by 20%. India is proving to be a good source of PGs.
- The Engineering Infrastructure grant for Bld. 6 improvements will be difficult to get now that TAFE are eligible to apply also.
- Engineering is vacating Building 42 and in the process of cleaning up there.
- Early entry interviews are being switched to telephone. Engineering is unhappy with this and prefers personal interviews at Uni.
- Graduate surveys for Engineering from 2007 were bad, unlike previous years. Engineering is investigating why?

The next Faculty of Engineering Committee meeting to be held on 2 Sept. 2008

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

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

7.9 **Faculty of Science** – A-Prof W Susilo
Meeting held 9 May 2008.

The Dean also confirmed rumours that he has applied for the position of CEO of the Dubai Campus but that the University had not yet made a decision on the appointment. He advised that if he is successful he will resign from his position as Dean but he has advised ITC that he would not be available to start the new role until September.

**Strategic Plan 2008-2009**

The Dean advised that the next iteration of the Faculty’s Strategic Plan is due in September. He advised that he intends to follow a similar process to previous years with the FEC working on the Teaching & Learning section, the FRC providing input into the Research section and each Academic Unit providing information for the Community Engagement component. He hopes to have a draft ready by June and the plan finalised by August.

**RIS & Publications Collection**

The Dean advised that he is currently working with the Associate Dean (Research), the Library, and the RIS team to find better ways of recording and checking information into RIS. The plan is to create a coversheet with tickboxes for the author to complete which will assist with the data entry process. Staff will be required to submit a hard copy of their publications to a key person in each School who will then pass them onto Catherine Brown in the Faculty Office who is taking over the role of Faculty Publications Officer from Natalie Sullivan. All data entry will be taken care of at the Faculty Level, which will require staff to submit hard copies of published papers as they appear, instead of waiting until the final deadline.
The Dean explained that only one Area of Strength can own a publication, and vigilance will be required to make sure the most appropriate one is entered.

Peer Review of Teaching
The Dean advised that as part of the promotion and probation process staff members can request peer review of their teaching. The Dean has contacted some staff members in the Faculty via e-mail to see if they are interested in being involved in this process as reviewers, and requested that anyone else who is interested should contact him directly.

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

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

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

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

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
   - NIL

9. Faculty Plan 2008-09

10. Date of Next Meeting
   It was noted that the next Faculty meeting will be scheduled for Thursday 4 September at 1.30pm in location to be confirmed.

Ref: FAC 03/2008
Committee Secretary (KL Ext.5417)
22 July 2008