Present: Prof Joe Chicharo (Chair), Dr G Beydoun, Prof S Bouzerdoum, Mr C Chang, Dr C Chow, Dr P Doulati, Dr M Edwards, Prof A Ghose, Dr M Hagenbuchner, A/Prof N Gray, A/Prof X Huang, A/Prof P Hyland, Dr A Krishna, Dr Y-X Lu, Prof T Marchant, Ms P McFarlane, A/Prof R MacGregor, A/Prof Y Mu, A/Prof K Mutaqi, Prof F Naghdy, A/Prof G Naghdy, Prof P Ogunbona, Dr S Pan, Dr S L Phung, Dr P Premaratne, Dr C Ritz, A/Prof K Russell, Prof S Safaei, Prof J Seberry, Dr J Shen, Prof D Steel, A/Prof W Susilo, Prof D Soetanto, Mr W Tibben, Dr K Ward, A/Prof G Williams, Dr K Win, Dr A Worthy, Dr T Xia, Dr J Yan, Dr R Zamani, A/Prof M Zhang, A/Prof G Alici, Mr G Bowrey, Mr C Agnew, Mr B Webb, R Kondala

In attendance: Ms K Lyon

1. Preliminary Business
   1.1 Apologies, Leave of Absence
   Apologies were received from Ms V Baker, Mr R Brown, Mr V Calag, Prof R Chambers, Dr A Chatfield, Dr P Ciufo, Dr R Clark, Ms S Dewhurst, Prof P Eklund, Mr R Estherby, Dr N Evans, Prof D A Griffiths, Dr C Gulati, A/Prof S Ingham, Dr S Lau, Mr P Larkin, Dr W Li, Dr L McAven, Dr J McCoy, Ms A Meldrum, Mr I Olney, Dr A Porter, Ms Marji Puotinen, Dr M Ros, Ms V Schmelitschek, Dr Z Zhou.
   It was noted that, Dr N Chaudhuri, Dr G Cox, Dr J Goard, A/Prof P McKerrow, Dr M Nelson, A/Prof B S Perera, Dr D Platt, Dr M Sifer, Dr David Stirling, A/Prof J Xi, Dr L Ye Dr P Yu were on study leave; Dr K Michael, Dr Holly Tootell and Dr C Sandison are on maternity leave. Prof J Fulcher is on long service leave.

   1.2 Confirmation of Minutes from previous meeting held 10 July 2008
   The minutes from the previous meeting, held 10 July, 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. Faculty Finance Presentation
   4. Dean’s Report
   5. Associate Dean (Research) and Faculty Research Committee Report
   6. Faculty and University Education Committee Report
   6.2 New Subject Proposals: SCSSE
   6.9 Introduction of the Pass Restricted (PR) Grade
   7. Heads of School’s Reports

   2.2 Unstarred Items
   All unstarred items were endorsed.
* 3. **FACULTY FINANCE PRESENTATION**
   Included in Deans Report, item 4.

* 4. **DEAN’S REPORT**
   Professor Joe Chicharo (Dean) reported that:

   **Congratulations:**
   - Tim Marchant chosen to be on an Endeavour selection panel for the next three (3) years.
   - Peter Eklund has been elevated to fellow of ACS.
   - Holly Toottell and Annette Meldrum have received a Carrick citation for significant contribution to the quality of student learning.
   - Community Engagement grant success to Dr. Sim Kim Lau in the area of supporting children with cerebral palsy.

   **Staff:**
   - Shannon Rootsey (International Office) is currently on contract to replace Anji Phillips while Anji is on secondment in Engineering.
   - Bona Merxhushi, PA for Philip. Position being advertised at the moment.
   - SECTE staff – will be appointing 2 Academic staff (A/Prof and lecturer) to replace Tad Wysocki and Ian Burnett
   - Faculty has acquired space in both Building 15 and 39
     - In building 39 SECTE has acquired approximately half of the space where iTree currently occupies and the space occupied by the transnational crime prevention unit will be shared by SISAT, SCSE and SECTE.
   - HoS appointment in SCSSE- process currently under way. SECTE HoS appointment process will occur late 2008.

   **Activities:**
   - Formation of the Australian Council of Deans of ICT took place.
     - Goals of ACDICT
     - Successful ICT careers week at UOW and right across the country
   - University Head of Unit Planning forum held 2 September 2008, attended by Dean and Heads of School. This was a follow up to the UoW Planning Retreat. VC advised UoW travelling well. New government currently has 26 reviews requiring input from Universities. “Compacts” will require differentiation down to the Faculty level. Preparation for AUQA audit in 2011 is currently underway. Chris Grange spoke about the “greening” of UoW- implementation of energy efficiency improvements.
   - Faculty Planning Conference – 27 and 28 November 2008, Berida Manor, Bowral, similar format to previous all-Faculty conference held in 2006.

   **Students:**
   - Early entry registrations: 129 today, compared to 119 at 3/9/07. The University will begin an advertising campaign on radio and newspaper over the next couple of weeks. Direct mailing to students who have the Faculty in their top four UAC preferences will occur shortly before the close of registrations, 23 September.
   - Staff have attended many Year 12 Information Evenings organized by UniAdvice – Sutherland, Campbelltown, Southern Highlands, Wollongong, Cronulla.
   - The postgraduate information evening was also held on the evening of 2 September.
   - Scholarships – lots of success:
     - SMAS success with Tibra Capital ($75K)
     - A reminder about the Telstra scholarships that are on offer across the Faculty.
     - SES have committed to providing a Work Integrated Learning scholarship with Computer Science for 2nd year students.
     - There is growing interest from other industry players in providing scholarships to attract students – the tide is clearly turning in this area.
Offshore:
- Invoicing has been an issue – will move to ratify this as a matter of urgency.
- SIM – continues to grow.
- Zhengzhou University – continues to grow.
- UOWD – continued to decline in funding.
- INTI – no growth has been either in decline or flat over last several years.

Budget:
- Currently negotiating new budget.
- Where are we (operating funds only).
  - Budgeted to record a deficit for 2008 ($1.5M)
  - We are tracking better than budgeted expenses at the moment (93% of YTD budgeted expenses, total for all faculties 101%)
  - We should achieve a deficit that is better than the budget (range $1.5M - $1.2M) which is due to
    - Cost savings
    - Off shore income partner being higher than budgeted (Dubai declining)
  - Key drivers for results over the remainder of the year
    - Collecting off shore partner income
    - Maintaining cost savings
    - Equipment expenditure (if all results are filled we will be at 110% of budget by the end of the year)
- How did we get here
  - We accumulated a healthy surplus up to the end of 2006
  - We have eroded that surplus with deficits in 2007 ($1.3M) and are budgeted to have a deficit in 2008 (budget $1.5M). The budget for 2009 is yet to be finalised (likely deficit)
- How do we spend our funding (operating funds only)
  - 85% of all expenditure is full time salaries (all faculties budget 2008 76%)
  - Excluding full time salaries we spend
    - $21,000 per academic staff member (teaching)
    - $900 per student
- How big are we financially
  - Total funding received (including research funds) is approx $21M-$22M per year
  - Total expenditure (including research funds) is approx $18M-$24M per year

* 5. ASSOCIATE DEAN (RESEARCH) REPORT
Prof Salim Bouzerdoum reported that:
- New DVC-R
  i. Professor Judy Raper visited the Faculty in July. She met the Faculty research leaders and was given an overview of Faculty research activities. Prof Raper was impressed with the Faculty's research activity.
  ii. A subsequent visit to TITR followed with the PVC-R.
- Excellence in Research for Australia (ERA)
  i. University Response to first ERA consultation papers was submitted in mid July.
  ii. Response to the draft journal rankings was submitted 18 August.
  iii. Publications will be attributed to the institution to which the staff member belongs on the census date of 31 March 2008.
  iv. 3 broad indicators will be used to inform evaluation of research excellence:
  v. Research activity and intensity indicator: research income & total no. outputs.
vi. Research quality indicator: ranked outlets, citations, and percentile analysis.
vii. Indicator of applied research and translation of research outcome.

- **ARC Future Fellowships**
  i. The DVCR is requesting CV’s of potential applicants by 15 September.

- **The URC terms of reference** have been revised. The main changes are changing the URC to a decision making committee and reducing the membership.

- **Thesis by Publication.**
  i. An amendment allowing thesis by publication (TBP) format has been added to the HDR course rules. This amendment allows the student to format his/her thesis as a series of manuscripts (published, submitted or prepared for submission). This is only one option, the monograph option remains. The TBP option needs approval of the supervisor.

- **The MIC** assigned to the Faculty, Henry Valk, has resigned and his position was re-advertised and interviews have been conducted. The University is currently negotiating with one applicant.

- **Health & Medical Research forum** organised by the DVCR on September 30, 2008.

- **URC – Grants**
  i. URC small grants: The URSC meeting to rank the URC small grants will take place next week, 10 Sept. 2008. This year the Faculty funding allocation increased, due to increase in the number of national competitive grant applications and grant funding received.
  ii. A number of staff have been successful in other University research grants: New Partnership grants and the University Internationalisation Committee grants.

- **FRC membership**: Associate Prof. Minjie Zhang has been elected as the Faculty rep. on the FRC for the next two years.

* 6. **Faculty and University Education Committee**

  A/Prof Rob MacGregor reported that:

  - At a recent meeting of the FEC Chairs the following items were discussed-
    i. Consultation hours- should consultation hours be increased to take into account e-Learning and the increase in email correspondence between academic staff and students.
    ii. Pass Restricted (PR) Grade- possibly replacing PR and PC grades with a second examination. The Chairs of FEC felt that the two should be decoupled and the majority did not want a second exam to be offered to students. The UEC decided to re-couple the proposal. The Faculty meeting felt that this may result in an increase in both the failure rate and drop out rate for subjects if PR and PC grades are replaced. The Dean recommended that this issue be considered by the FEC.

*6.1 Minor Subject Revisions: SCSSE*

SCSSE wishes to propose minor revisions to the following subjects:

- **ITCS206 Markup Languages**
  - remove the existing pre-requisite of 12 credit points at 100-level.

- **CSCI361 Cryptography and Secure Applications**
  - remove CSCI262 as a pre-requisite

- **CSCI426/CSCI926 Software Testing and Analysis**
- assumed knowledge for this subject to include the statement: “Students should be familiar with C, C++ or Java programming languages”

**Resolution 08/27:**
*It was resolved to approve the minor revisions to ITCS206 Markup Languages, CSCI361 Cryptography and Secure Applications and CSCI426/CSCI926 Software Testing and Analysis, effective from 2009.*

### 6.2 New Subject Proposals: SCSSE

SCSSE wishes to propose the following new subjects:

**CSCI330/MCS9330 Operating Systems**

SCSSE wishes to introduce a new subject, CSCI330 Operating Systems, as a 300-level elective in the Bachelor of Computer Science, Bachelor of Information Technology (and related double degrees) and MCS9330 in the Master of Computer Studies.

CSCI330/MCS9330 operating Systems allows treatment of the principles and concepts governing the design of modern computing systems, dealing with the primary areas of insulating users and applications from details of the computer hardware and managing allocation of resources to improve efficiency.

**CSCI358 Security Engineering**

SCSSE wishes to introduce a new subject, CSCI358 Security Engineering into the Digital Systems Security major of the Bachelor of Computer Science.

CSCI358 Security Engineering is designed to link between the technical foundations of information security and the design, deployment and governance of tools requiring information security.

It was also noted that CSCI358 is only available to undergraduate students. Details relating to enrolment in the subject under postgraduate courses are to be deleted.

FEC referred this matter to the Dean and Heads’ meeting of 12 August 2008 for further a decision regarding the name of the proposed subject, where the matter was resolved.

**Resolution 08/28:**
*It was resolved to approve the introduction of the new subjects CSCI330/MCS9330 Operating Systems and CSCI358 Security Engineering, effective from 2009.*

### 6.3 Subjects to be deleted: SCSSE

**CSCI231 Operating Systems**

- to be deleted and replaced with the new 300-level subjects CSCI330 Operating Systems

**CSCI413 Computing Science Honours Seminar Part II**

- to be deleted, as seminars are now part of the research methodologies subjects CSCI441 Computer Science Research Methodologies.

**Resolution 08/29:**
*It was resolved to approve the deletion of the subjects CSCI231 Operating Systems and CSCI413 Computer Science Honours Seminar Part II, effective from 2009.*
6.4 Major Subject Revisions: SISAT
SISAT wishes to propose major revisions to the following subjects:

ISIT102 Information Systems
- to contain 3 integrated strands: (a) an overview of all the major Information Systems found in a typical business; (b) an introduction to essay and report writing at University level; (c) laboratory exercises to develop skills with office automation tools (eg. Word, Excel, Access). It also introduces the Systems Development Lifecycle, several systems analysis and design techniques and basic database concepts.

ISIT105 Communications and Networks
- to reduce the focus on telecommunications technologies and regulations and instead introduce networks and the Internet

ISIT201 Information and Communication Security
- to introduce a real-world approach to Information and Communication Security Issues, addressing both managerial and technical aspects. Students will engage in problem solving activities that apply the principles learned in the subject and will be required to acquire knowledge of current practices and technologies

ISIT203 Social Informatics in the Workplace
- investigating issues such as employee monitoring, outsourcing and business practices, equality and ethics (from the perspectives of the employer and employee). Students will explore subjects that are likely to be faced on entering employment

ISIT205 Social Impact of Technology
- social impact of technologies with regard to individuals in their home, university and work environments will be discussed, drawing from areas such as social networking, intellectual property, privacy, security and social vices

ISIT207 Web Programming
- introduce a focus on web programming concepts and techniques and user interface design techniques used in the creation of dynamic web sites, assisting students’ understanding and application of the principles of client server-based scripts as well as user-interface constructs. It covers the object oriented features of web programming and explores input validation and structured error handling, and covers advanced window based user interfaces including tabbed pages, menus and multiple document interfaces

ISIT212 Corporate Network Planning and Design
- to explain the systematic design of networks, including: requirements gathering, requirements analysis, development of logical design and the conversion of the logical design to a physical design. The use of architectures will provide students with a high level framework that consists of addressing and routing, performance characteristics, security and network management

ISIT406/ISIT906 Information Design and Content Management
- to examine the use of information in organisations and how that information is acquired and represented using the latest information and modelling techniques. The focus is now on the use of Web technologies to manage and access information. It addresses the growing need for systematic approaches to Content Management and document management
**ISIT416/ISIT916 Organisational Issues and Information Technology**

- to examine Information Technology in the context of the organisation and to focus on the need to align IT and the Business in order to achieve organisational improvements. The subject aims to ensure that students understand the issues surrounding IT from a strategic, tactical and operational standpoint and will involve reviewing well known theories, coupled with practical case studies which apply and explain the theories.

**Resolution 08/30:**

It was resolved to approve the major revisions to the following subjects: ISIT102 Information Systems, ISIT105 Communications and Networks, ISIT201 Information and Communication Security, ISIT203 Social Informatics and the Workplace, ISIT205 Social Impact of Technology, ISIT207 Web Programming, ISIT212 Corporate Network Planning and Design, ISIT416/ISIT916 Information Design and Content Management and IACT401/ISIT901 Organisational Issues and Information Technology, effective from 2009.

**6.5 Minor Amendment: Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced)**

SISAT wishes to propose a minor amendment to the course requirements for the Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced).

The existing rules state that a maximum of two subjects (12 credit points) at 900-level may be taken from subjects prefixed CSCI, MATH, STAT, ECTE or TBS. SISAT wishes to add ITCS to this list of subject prefixes.

**Resolution 08/31:**

It was resolved to approve the minor amendment to the Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced), effective from 2009.

**6.6 Minor Amendment: Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced) E-Learning Major**

SISAT wishes to propose a minor amendment to the subject schedule for the E-Learning major in the Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced).

The Faculty of Education revised all postgraduate IT subjects for 2008, creating a number of new subjects, merging a number of existing subjects and revising credit point values from 6 credit points to 8 for all subjects. The proposed amendment reflects the revised subjects now available for students undertaking the E-Learning major.

**Resolution 08/32:**

It was resolved to approve the minor amendment to the Master of Information and Communication Technology and Master of Information and Communication Technology (Advanced) – E-Learning major, effective from 2009.

**6.7 New Subject Proposals: SMAS**

Math131 Mathematics for Primary Educators I and MATH132 Mathematics for Primary Educators II
SMAS wishes to introduce two new 100-level subjects for the South Coast and Southern Highlands campuses, which will be aimed at Bachelor of Arts students who are planning to enroll in the Graduate Diploma in Education (Primary). The subject content will be mathematics and statistics required to (i) inform the teaching of mathematics at stages 1, 2 and 3, and (ii) fully participate in the teaching profession by interpreting data relevant to schools and students.

Resolution 08/33:
It was resolved to approve the introduction of the new subjects MATH131 Mathematics for Primary Educators I and MATH132 Mathematics for Primary Educators II, effective from 2009.

6.8 Minor Amendment: Master of Mathematics, Master of Statistics, Master of Science – Research (Mathematics) and Master of Science – Research (Statistics)
SMAS wishes to propose minor amendments to the Master of Mathematics and Master of Statistics, which include minor changes to the course requirements and revised elective schedules.

The proposed minor amendments to the Master of Science – Research (Mathematics) and Master of Science – Research (Statistics) include only minor changes to the elective schedules.

Resolution 08/34:
It was resolved to approve the minor amendments to the Master of Mathematics, Master of Statistics, Master of Science – Research (Mathematics) and Master of Science – Research (Statistics), effective from 2009.

6.9 Introduction of the Pass Restricted (PR) Grade
This item was discussed under A/Prof Rob MacGregor’s report. The Committee felt that the item should be withdrawn from the Faculty’s agenda and discussed as a matter of business of the FEC.

* 7. HEADS OF SCHOOL REPORTS

7.1 SCSSE – Prof Philip Ogunbona
Prof Philip Ogunbona reported that:
- Meghan Gestos has resigned as Assistant to HoS and taken up a position with ISEM in the Faculty of Engineering. Philip thanked Meghan for her contribution to the School.
- The Annual SCSSE and SISAT Trade Show and Research Showcase will be held on Thursday 23 October from 1.00pm in the UniCentre Hall- All welcome.

7.2 SECTE – Prof Fazel Naghdy
Prof Fazel Naghdy reported that:
- The School is advertising for two positions replacing Tad Wysocki and Ian Burnett at lecturer and Associate Professor level.
- Danny Sutanto and his team were awarded a $20,000 grant from the URC Research Partnerships funding pool. This is the maximum funding which can be obtained in this scheme. This grant is augmented by the contribution of the project partner; TransGrid Australia with an amount of $50,000. The project is entitled: “Agent-Based Simulation for Catastrophic Disturbances in a Distributed Power Grid System” and the investigators are Danny Sutanto, Minjie Zhang, Kashem Muttaqi and Colin Parker.
A research forum has been organised for 11th September to assist staff in preparing for ARC and other competitive grants. The Dean will be giving a talk on his experience with ARC.

A third year SECTE student, Davor Zmijanajac, whom I endorsed to apply for a fellowship grant to attend the Youth Forum at ITU Telecom Asia 2008 has been successful. The grant is provided by the Department of Broadband, Communications and the Digital Economy. The Youth Forum will take place between 2 and 5 September 2008 in Bangkok, Thailand. The ITU developed the Youth Forum as a means of knowledge sharing among young people and to broaden the Talent pool of future leaders in the Telecommunications and Information and Communication Technologies sectors.

SECTE had a visit from the Dean of the Faculty of Electrical Engineering in ZhengZhou University. He met with the ZhengZhou students that currently number at about 35.

SECTE has signed an MOU with University of Kuala Lumpur, for articulation of students after the first year into our BEng Degree.

The proposal for the restructuring of our P/G coursework degrees has been approved and the first student was admitted into our brand new Master of Technology Engineering.

SECTE held a Student forum for the first time this year. Others will follow.

### 7.3 SISAT – A/Prof Peter Hyland

A/Prof Peter Hyland reported that:

- Dr Holly Tootell and Annette Meldrum have received a Carrick citation for significant contribution to the quality of student learning.
- Dr Akemi Chatfield, A/Prof Peter Hyland and Dr Jun Shen have been awarded 2008/9 UIC International Links grants.
- Additional space in Building 39 will be occupied by a RFID Training and Certification Centre, this is a globally deployed technology.
- A Research Showcase was held on 22 August to introduce prospective Honours students to research. Interest in Honours has been impacted by the strong industry demand for IT graduates.

### 7.4 SMAS – Prof Tim Marchant

Prof Tim Marchant reported that:

- Tibra Capital has announced that it will sponsor a very generous package of prizes and scholarships for mathematics students. They have signed a four year scholarship support arrangement with UOW worth $75,000 a year. It is comprised of three undergraduate prizes worth $500 each, two 1st year scholarships worth $7K each, and four Work Integrated Learning Scholarships (WILS) worth $15K each.
- The SMAS Advisory Committee will meet for the first time in late September.
- A Course and Career Information Evening will be held on Tuesday 9 September at 7.00pm in Function room 3 building 11.

### 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** – Dr Ping Yu

Nothing to report.

8.3 **Faculty of Commerce** – Mr W Tibben

Report of the Commerce Faculty Meetings held 22 July 2008.

The Dean outlined the Commerce Faculty’s contribution to the University Draft Strategic Plan.

Some of the highlights were:
- Pivotal role of past and ongoing work on graduate qualities
- E-Learning plagiarism module
- Online early entry for 2009
- Introduction of BComm in Supply Chain Management in Singapore.
- 30+% increase in DEST publications
- ESDF grants and ARC grants

The next 12 months will see work in the areas of:
- Undergraduate review
- Graduate qualities
- Online subject outline database
- Knowledge management system for teaching and learning.

The Dean encouraged members to think in terms of a stronger teaching-research nexus. She claims that this will flow on to curriculum development and in maintaining UoW’s preeminence in teaching.

Priorities for the coming year included leadership and management induction programmes and development of management capabilities of academic staff in association with PODs.

Michael Zanko reported on the Undergraduate degree review. The four meetings of the Steering Committee since the last faculty meeting have focused on information gathering. As a consequence the Steering Committee has agreed to allow more time to enable greater involvement of staff. Production of the draft structure for the BComm degree is scheduled for approximately 2 weeks hence.

David Reynolds presented the findings of the Workforce Survey conducted in September/October 2007. Faculty results in the main tracked UoW means in relation to the headline theme of “Passion” but lagged by about 7% the headline theme of “Progress”. The only other significant differences are that the faculty exceeded the university average on Technology (7%) and lagged the university average in relation to Entrepreneurship (-14%).

8.4 **Faculty of Creative Arts** – Dr T Xia

Nothing to report.
8.5 Faculty of Education – Dr Annette Worthy and Dr Parviz Doulai

Faculty of Education Meeting held at 12.30pm on Tuesday 28 August 2008.

Main items of our possible interests are listed below;

- The Dean tabled his report and commented on the needed repairs to Building 23 due to pest infestation (rats and termites), acknowledged the arrival of new IT staff, a financial officer and a new postdoctoral fellow, and noted the accreditation of the E Ed (prim) and the Early Childhood degrees to 2012. Brian Ferry tabled his report as did the Associate Dean Undergraduate. Wilma Vialle, Associate Dean Graduates tabled her report again with no questions.

- Degree accreditation is in process for the BMathEd and the BSciEd degrees. A meeting with the degree stakeholders will be held on the 15th September 2008.

- The introduction of Bachelor of Education: The Early Years (0-5)* Program Director is Jillian Trezise. See the following website for further information-


- A network being set up within the Faculty called the social innovation network to bring together groups within the faculty in a social sense; the Innovation campus being nominated for food and drinks and some presentations to this group.

- The Sub Dean indicated that the Early Entry program was proceeding on schedule and that well over 100 prospective students had applied for the three degrees on offer. Bachelor of Maths Education (Loftus campus) Bachelor of Science Education (Loftus campus)

- Bachelor of Education: The Early Years (Wollongong campus)

- IT staff indicated that they had a review of Service Level Agreements with ITS and the Managed Desktop policy of the faculty which has been adopted was reviewed in some sense.

- Research Centre for educational leadership has been working on conferences for 2009 and 2010 with a decision that the one in 2010 will be a large (major conference) but a minor one day event will be planned for 2009 aimed at middle management on the topic of Leading Technology innovation in schools.

- Loftus Education Student/Staff Meeting – 28th August, 2008

- A large number of Loftus education students requested a formal meeting with the Faculty of Education. In attendance were Prof Ferry (Deputy Dean - Faculty of Education, Dr Jenny Rowley (part-time education staff member) and Dr Worthy (SMAS). The meeting was recorded by Melinda Tippett (Loftus Manager).

- Student discussed their concerns and raised some important points and issues in relation to teaching and learning and the overall running of the BMathEd and BSciEd degrees. These points and issues have been taken on board by Prof Ferry and will be part of the global degree improvements and further developments. This will include discussions with degree stakeholders.

8.6 Faculty of Engineering – Dr K Ward

Faculty of Engineering Committee Meeting was held on 2 September 2008.

- A review of the coursework masters degrees is in progress. The areas covered by these courses has grown too big. Engineering hopes to reduce the number of areas and delete any subjects that either have small enrollments or are not offered often.
- The graduate diploma course is also under review and might be axed.
- The shift to the innovation Campus by a number of Engineering research groups went well. Equipment maintenance and staffing issues are being resolved.
- The Spring 2008 enrollments in Engineering are up almost double. 18 new Engineering.
- PhD students commenced in Spring.

The next Faculty of Engineering Committee meeting will be held on 28 October 2008.

8.7 Faculty of Health and Behavioural Sciences – Dr K T Win
HBS faculty meeting scheduled for the 29th of August was cancelled.

8.8 Faculty of Law – Dr P Premaratne
The Faculty of Law has initiated a “High School Connection” program for the regional schools to have an insight about the Law School activities at UoW. Many schools have welcomed the initiative and are going to participate in future activities by sending student groups to the University. The Dean of the Faculty, Prof. Luke McNamara is promoting Bachelor of Laws degree at UoW in Canada. This is to attract potential students from Canada as the University places for Law in Canada are very limited. The Faculty of Law has also started an exchange program for undergraduates from the University of Alberta, Canada with a research grant they recently secured.

8.9 Faculty of Science – Dr C Chow
Meeting held on 25 July 2008
- The Dean, Professor Rob Whelan, was appointed President of UOW Dubai. His last day of work here is the 20 August 2008. Professor Will Price appointed as new Dean, commencing on 21 August 2008
- Associate Dean (Teaching & Learning) retiring on 2 October 2008, the Dean called for expressions of interest
- The Dean advised that he will be meeting the DVC(O) to finalise the 2009 budget. Budget proposal includes a case for covering increasing costs of part time teaching and materials, argument for increasing the number of academic staff, requests to cover shortfall costs for successful fellowship applications and increased costs of software and service for moving to ITS computer support.

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 – Dr H Tootell
Library Consultative Committee meeting was postponed. Next date to be confirmed.

8.15 Report from the Faculty Librarian – Annette Meldrum
Nothing to report.

8.16 University Internationalisation Committee – Dr A Krishna
Nothing to report.
8.17 Faculty WAC Committee – Mr T McDonald
Nothing to report.

8.18 Wollongong College Australia Liaison Committee – A/Prof G Williams
Prof Rob Castle reported that:
- articulation arrangements with other institutions will be reviewed and brought up to date. This includes WCA and TAFE.
- we expect to continue to get students from Saudi Arabia although probably in reduced numbers. One issue is that the lowest level English classes are almost entirely Saudi students and arrangements will be put in place to broaden their experience.

-PASS programs are being trialled in an Accountancy subject at the college with great success. This will be extended to mathematics and computing subjects in the next session.

8.19 Academic Staff Development Committee – Dr G Beydoun
Nothing to report.

9. ANY OTHER BUSINESS
- A reminder to all staff that ESDF Grant applications will be requested shortly, staff are encouraged to apply. In 2007 6/10 grants were awarded to Informatics, DVC(A) commented that applications were well prepared and reflected the Faculty Strategic Plan.
- Nominations for the 2009 VC’s Awards for Outstanding Contribution to Teaching and Learning (OCTAL) are now open and will close on Monday 8 September.
- The Dean offered a vote of thanks to Graham Williams for acting as Dean, this is no easy task and Graham’s work is very much appreciated.
- Early Entry registration closes on 23 September, with interviews scheduled to take place on Monday 29 September. Staff will be notified if they are required to participate.

10. FACULTY PLAN 2008-09

11. Date of Next Meeting
It was noted that the next Faculty meeting will be scheduled for Thursday 6 November at 1.30pm in Building 19 room 1064.

Ref: FAC. 04/2008
Committee Secretary (KL Ext.5417)
9 September 2008