UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 2/07 held at 1.30pm on Thursday 29 March 2007 in the Faculty Meeting Room, Building 39, Room 150A.

PRESENT:
A/Prof G Williams (Chair), Dr R Caladine, A/Prof P Hyland, Ms B James, Ms A Meldrum, A/Prof F Naghdy, A/Prof P Nickolas, Dr G Zhou, A/Prof R MacGregor, Dr C Rossetto, and Dr C Ritz (for P Vial).

IN ATTENDANCE:
Ms Schmelitschek (Informatics SEDLO), Ms B Schuster (Acting Faculty Officer)

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

Apologies were received from H Tootell, A Porter, P Vial

The Chair welcomed new members

*1.2 Arrangement of Agenda

1.2.1 Items 1.1, 1.2, 1.3, 2, 3, 4, 6, 6.1, 6.2, 7.1, 7.2, 7.5, 9.1, 9.3 were starred for discussion. Item 9.4 to be included with Other Business

1.2.2 A motion to adopt the draft resolutions for the items not starred was carried.

1.2.3 Item 9.1 brought forward to come before Item 2

1.2.4 For noting: item 7.1 & 7.2 the names of the courses to be considered for deletion are not correct on the agenda. Change to: Bachelor of Computer Bioinformatics and Bachelor of Computer Geoinformatics.

*1.3 Confirmation of the Minutes of the Meeting of 8 February 2007

Peter Hyland noted that the minutes from the previous meeting welcomed him as the new Head of the School of Computer Science and Software Engineering, He is in fact the Head of the School of Information Systems and Technology.

The Committee confirmed the minutes of Meeting 1/07 held on 8 February 2007.

1.4 Business Arising from the Previous Minutes

Application for Dean’s Scholars program to be discussed with item 7.1 & 7.2

*2. REPORT FROM THE CHAIR – VERBAL REPORT

The Chair reported on the implications that the new ESOS Act will have on Faculty programs involving international students. In addition to the requirement for students to enrol in 24cpts each session, there will be an obligation to identify and support students ‘at risk’. Support and monitoring will have to be demonstrated for this group including MRP reports twice yearly. The Faculty will need to document and improve the support provided to assist students to become work ready. This may include adding an internship and other introductory work training components. Programs will have to show evidence of action to avoid putting students at risk.
When dealing with plagiarism it is important to remember that no penalty can be imposed unless the matter is dealt with by a PIO. The UOW Policy Unit is reviewing the entire procedure with changes to be finalised and submitted to Senate by mid year in order to be in place by early 2008. It is expected that there will be greater power and involvement in the process by subject coordinators.

3. REPORT FROM CEDIR / LEARNING DEVELOPMENT UNIT
Dr R Caladine reported that problems with the new VISTA system are continuing and expect to be ongoing. For this session, EDUStream and video conferencing usage are well up from last year. As a result of the space audit more common teaching rooms are now available and these will have to be brought up to standard. The Faculty Service Agreement contracts are being sent to the Deans for final round approval.
Ms B James noted that the LDU should be involved in the timeline for the development of new subjects. For the next meeting she will update the list of IACT subjects with regard to the completion of tertiary literacies as called for at the meeting in February.

4. REPORT FROM THE LIBRARY – ANNETTE MELDRUM
A Meldrum reported that all information literacy classes have been completed across campus.

5. REPORT FROM STUDENT MEMBER – NA

*6. PROGRESS REPORTS ON STRATEGIC PLANNING OBJECTIVES

The following points form part of the Faculty plans and objectives. Some changes to note are the reduced Quality 101 outline and the added focus of the SISAT courses and BIST this year.

*6.1 QUALITY101 Working Party
“Improve learning outcomes and pass rates in first year subjects with high failure rates.”
Ann Porter will no longer be a member of the FEC and will be on leave next session. She provided the working party papers and has indicated to the Chair that she will ensure existing subject reviews continue and would like to be involved in any new developments. The Chair undertook to talk to others in the Faculty to get support and information for the working party. He welcomed comments and said that he would be providing a progress report back to this group. It was up to the FEC to play a role in involving the Schools in the process. It was pointed out that this process may have an affinity with the standards for Benchmarking and AUQA. 
ACTION: A revised plan to be put forward to the FEC for approval.

*6.2 Tertiary Literacies Integration Working Party
“Integrate academic and information literacy, language and learning support into curricula.”
A report was tabled at the meeting. The report outlines those areas where objectives have and have not been met. The Faculty still needs to devote some time to course review and mapping. The Faculty will be forced to review what is on offer to conform to new graduate attributes and qualities. The working party will need to continue to meet and look at course proposals for 2008. It may be advisable to get additional details and guidance from Rob Castle. The working party is to concentrate on the mapping for the new degrees being developed by SISAT, with the aim of transferring the knowledge gained to other degrees in the Faculty.
ACTION: HOSs will be asked to nominate a representative to the working party to work with B James. They may want to consider a nominee who is not on any other committees at present.
7. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING
No items were submitted.

SCHOOL OF COMPUTER SCIENCE AND SOFTWARE ENGINEERING

7.1 Deletion of course – Bachelor of Computer Bioinformatics
Resolution 07/03:
The FEC recommended approval for the deletion of the Bachelor of Computer Bioinformatics, effective from 2008. The application for the Dean’s Scholars Program for this degree is to be withdrawn.

7.2 Deletion of course – Bachelor of Computer Geoinformatics
Resolution 07/04:
The FEC recommended approval for the deletion of the Bachelor of Computer Geoinformatics, effective from 2008. The application for the Dean’s Scholars Program for this degree is to be withdrawn.

7.3 Itree Prize for Java Programming
Resolution 07/05:
The Itree prize, as attached to the agenda, is approved for forwarding to the University Student Awards Committee noting that the prize will be awarded for the first time in 2007, ie it will be available to students who complete CSCI213 in 2006.

The prize was approved at the Faculty Committee meeting of 1 March.

7.4 Itree Prize for Databases
Resolution 07/06:
That the Itree prize, as attached to the agenda, is approved for forwarding to the University Student Awards Committee noting that the prize will be awarded for the first time in 2007, ie it will be available to students who complete CSCI235 in 2006.

The prize was approved at the Faculty Committee meeting of 1 March.

SCHOOL OF INFORMATION SYSTEMS & TECHNOLOGY

7.5 Master of Information Technology Management
With regard to this course proposal, a question was raised about the learning support available in Dubai. The consultation with LDU did not appear to have taken place sufficiently to satisfy that the provisions for adequate facilities are in place. The resolution passed with the proviso that adequate support is assured.

Resolution 07/08:
The FEC recommended approval of the Master of Information and Technology Management to be offered on campus at UOW Dubai.

ACTION: The Chair to liaise and clarify with LDU that the facilities available are adequate.

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS
No items submitted
*8 ITEMS FOR DISCUSSION AND FEEDBACK

8.1 Membership of FEC For noting

P Hyland noted that the membership table included on the agenda should have read SITACS Head nominee and not the Dean’s nominee.

9. OTHER BUSINESS

*9.1 Student Equity and Diversity Liaison Officer (SEDLO) – Ms Virginie Schmelitschek

Ms Schmelitschek reminded the members of the UOW Equity projects which are open to all faculties. The funding provides up to $10,000 per project and she encouraged applications from Informatics.

At present not all applications for reasonable adjustments for students with a disability have been processed. Registrations continue to come in from students for this session. Staff should remind students to register if they need assistance especially before the exam period.

In an effort to increase interactions between staff and students, an informal conversation group will meet every Wednesday morning in April and May.

In answer to a question re: equity groups, Ms Schmelitschek defined the group of students to refer to International students as well as students with a disability, students who are the first in their family to attend university, and other students deemed to be at a disadvantage.

9.2 Report from Teaching Facilities Sub-Committee – Dr MARK NELSON

Attachment

9.3 Introduction to Curriculum Changes – A/Prof PETER HYLAND

P Hyland spoke to the report he provided on the current state of progress with curriculum changes. He advised the committee that he would be providing ongoing information updates. The overall aim is to incorporate IS subjects into the undergraduate degrees as outlined. He plans to get papers ready to present to the next meeting in order to meet deadlines for Senate approval.

9.4 BIST Review

The Chair tabled a report from the BIST review working party on 22 March. The report included a timeline for action based on the response sent from the DVC in reply to the recommendations put forward from the working party.

The Chair and members acknowledged the terrific contribution that has been made over the past few years by Annette Worthy in her role as coordinator for the BIST degree. Her support not only for the course but also advice to the committee and students was very much appreciated.

It was noted that it would no longer be necessary for the BIST degree to be represented by a coordinator in future.

ACTION: P Hyland to update and develop timetable for the next meeting.
10. NEXT MEETING

The next meeting is scheduled for 17 May.

The meeting closed at 3pm

Belinda Schuster
Secretary
10 April 2007