UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 3/07 held at 1.30pm on Thursday 17 May 2007 in Building 67, Room 202.

PRESENT: A/Prof G Williams (Chair), Dr R Caladine, A/Prof P Hyland, Ms B James, Ms A Meldrum, Prof P Ogunbona, A/Prof F Naghdy, A/Prof P Nickolas, Dr G Zhou, A/Prof R MacGregor, Dr K Michael, Dr W Li, Dr C Rossetto, Dr A Worthy, Dr C Ritz (for P Vial), and Adam Parkes (student rep).

IN ATTENDANCE: Ms B Schuster (Acting Faculty Officer)

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence
Apologies were received from: Mr Peter Vial
The Chair welcomed Adam Parkes as the new student member

*1.2 Arrangement of Agenda

1.2.1 Items 1.1, 1.2, 1.3, 2, 3, 6.1, 6.2, 7.1, 7.3, 8, 9.1, 9.2 were starred for discussion.
1.2.2 A motion to adopt the draft resolutions for the items not starred was carried.

*1.3 Presentation to the Committee
Prof Sandra Wills, Director of CEDIR discussed the Teacher and Subject Evaluations process. She outlined changes proposed which will be implemented in order to improve the quality and number of responses to the surveys. For this year, UOW will be returning to the use of paper based instead of electronic surveying. There will be no subject surveys carried out in Autumn 2007 and the Teacher Surveys for promotion/probation are unchanged. It will be up to the Faculty for how/when/where the surveys will be conducted. The HOS and subject coordinator will be responsible for the scheduling of the surveys. Prof Wills is aware that there are some problems with surveys being conducted during class time but the decision to go to a paper based system is not optional. In addition to the new process, some of the rules have been changed, such as dropping the rule regarding the percent of the subject covered by an individual instructor. Some questions were raised by members concerning the wording of the surveys and Prof Wills agreed that getting the wording right in order to get a clear response is a complex issue.

ACTION: Members are invited to raise any additional concerns and/or give suggestions for improvements for the Teacher Surveys to Anne Melano: anne_melano@uow.edu.au and for the Subject evaluation to Claudia Perry-Beltrame: claudia_perry-beltrame@uow.edu.au

*1.4 Confirmation of the Minutes of the Meeting of 29 March 2007
A Meldrum noted that the library report in the minutes stated that all information literacy classes had been completed across campus. This should have been a reference to the classes for the Faculty of Informatics only.
The Committee confirmed the minutes of Meeting 2/07 held on 29 March 2007.

1.5 Business Arising from the Previous Minutes
2. REPORT FROM THE CHAIR – VERBAL REPORT

The Chair reported on a number of items arising from the UEC including a reminder that the new graduate qualities will need to be in place by all faculties by July 2008. There are a number of changes in the provision of services for International students which will need to be implemented soon to meet the requirements of the ESOS Act. Some of the conditions and provisions for students will depend on their original COE (conditions of enrolment). There is a great deal of information available online on the staff intranet https://intranet.uow.edu.au/content/projects/ncp/index.html and my workplace forum. Students who are in difficulty will have their progress and program monitored but the Faculty will need to show that procedures and plans are in place to assist students.

A suggestion was put forward that it would be good practice for the Faculty to be proactive in identifying the core subjects which in the past have shown a high failure rate for students and in particular appear to be difficult for international students. A strategy for improving those subjects and lowering the failure rate could be trialled. This would facilitate the process of developing tertiary literacies as well by using resources initially where they are most needed.

**ACTION:** Member reps are asked to discuss the idea within their school of identifying subjects to target for improvement. In conjunction with the TLIWP the initial identification and improvements to subjects can be enabled at school level through the SECs.

The Chair announced the outcome of the latest FSA (faculty service agreements) proposals from CEDIR. The Faculty was awarded 5 grants:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Name</th>
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<tr>
<td>IACT Principles of e business (video of scenarios emphasising the ethical use of</td>
<td>Katina Michael</td>
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<td>computers)</td>
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<td>Setting up Access grid at Loftus campus</td>
<td>Graham Williams, Mark Nelson, Anne Porter, James McCoy</td>
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<td>Informatics Tertiary Literacies Improvement</td>
<td>Gene Awyzio, Angelina Panetta, Emily Purser, Anji Phillips</td>
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<td>21st Century maths CD Rom - videos showing links between mathematics and real</td>
<td>Mark Nelson, Anne Porter, Caz Sandison</td>
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<td>word applications - Filming of lecturer and/or worked solutions</td>
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<tr>
<td>IACT401 increasing student interaction in a project based subject</td>
<td>Akemi Chatfield, Peter Hyland</td>
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UOW has been given $5million from the government’s Learning & Teaching Fund:

- $3m-library, $1m– work readiness projects with emphasis on international students,
- $400,000-room improvements, $200,000- language support, $200,00- service delivery,
- $200,000 teaching development

**Subject proposals**: The process of subject proposals and changes which are not part of course changes stops at the FEC. As good practice, proposals should be circulated to other faculties and divisions before being submitted to the FEC.

**Student support for learning**: students will need to apply for reasonable accommodation for in-session tests by registering with the disability service. The instructor should not take the student’s request for special conditions if the student has not registered with the disability service. The Faculty SEDLO is also available for assistance and advice.

**Special Academic consideration**: New rules and new forms are being devised. The onus has shifted to the student to provide information and forms with a specific deadline. If
possible arrangements should be agreed prior to rather than after the event. Students should be encouraged to seek advice from the subject coordinator and to be clear on what outcome they are seeking.

*3. REPORT FROM CEDIR / LEARNING DEVELOPMENT UNIT
The saga of Blackboard Vista problems continues. Due to difficulties and lack of support from the parent company, the date for a replacement system will have to be brought forward. A wide range of issues and a comprehensive consideration of the needs across campus will be sought. Several FEC members mentioned that MOODLE is an open source product which might be a possible alternative.
Common Teaching Areas are currently being reassigned and some faculties may find that they no longer have open access when they want to use a specific teaching space.

4. REPORT FROM THE LIBRARY – ANNETTE MELDRUM
Verbal report on progress with the TLIWP

5. REPORT FROM STUDENT MEMBER -NA

*6. PROGRESS REPORTS ON STRATEGIC PLANNING OBJECTIVES

6.1 Quality 101: nothing to report
6.2 Tertiary Literacies Integration Working Party
Katina Michael and Bronwyn James are forming a team to replace the previous TWILP team. This team will look at generating Faculty/Discipline Qualities to sit under the UOW Qualities and to map subjects to the qualities. The incorporation of graduate qualities will need to be in all subject handouts from July 2008. The initial focus will be the new SISAT degrees. The working party team members are:
Coordinators: Katina Michael, Bronwyn James
Library: Annette Meldrum
SISAT: Holly Tootell
SMAS: Peter Nickolas
SECTE: Don Platt
SCSSE: TBA
6.3 Review of offerings: BIST changes are being implemented as a result of the review. All HOSs will be required to have a 5-year rolling plan for review of courses and subjects for each School.
6.4 Dean’s Scholars programs have been approved and are in place for 2008. These are already being advertised and promoted at student career markets and other events for year 12 students. The program development will need to be monitored next year.
6.5 Quality teaching has been mentioned in conjunction with FSA and CEDIR best practice. Katina Michael is to be congratulated on being awarded a CEDIR Fellowship.

ACTION: It was noted that there are some minor typos on page 1 of the FEC plan report in part 3. These will be brought to the attention of the Faculty Executive Office to change.

7. SCHOOL ITEMS
7.1 SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

7.1.1 Change of Course pre-requisite for BEng
Resolution 07/09 This change was agreed with the proviso that the School put in place a procedure for informing students that project work demands strong language skills and advising them of the support available for those who need it.

That the change of pre-requisites is approved from 2008, for the Course Requirement for the Bachelor of Engineering majors in Computer Engineering, Electrical Engineering and Telecommunications Engineering and its associated double degree with the following clause deleted:

All BE students must sit for and perform satisfactorily in an English Literacy Test organised by the School in association with the Student Learning Development Centre within Student Services. The test will be held during the first session of a student's enrolment at the University. It is a requirement of the degree that the student perform satisfactorily in at least one such test prior to enrolment in ECTE457 Thesis.

Students who are deemed to require tuition in literacy in order to complete this requirement will be advised accordingly, and will be required to repeat the literacy test the following year. Enrolment in, and attendance at literacy courses will be the individual responsibility of the students concerned.

7.1.2 Change of Entry requirement for BEng

Resolution 07/10:
The FEC approved: Amendments to the Entry Requirements/Assumed Knowledge for the Bachelor of Engineering, majors in Computer Engineering, Electrical Engineering and Telecommunications Engineering to take effect from 2010 as follows:

Assumed Knowledge: Any 2 units of English plus Mathematics (not General Mathematics). [Previously included and will do so until 2010 “any 2 units of Science”.]

Recommended Studies: HSC Mathematics Extension 1 and Physics. [Previously included and will do so until 2010 “English Advanced”].

7.2 SCHOOL OF COMPUTER SCIENCE AND SOFTWARE ENGINEERING from the SCSSE meeting 10 May 2007

7.2.1 Change of pre-requisite for CSCS1311

Resolution 07/11: The FEC approved the change of pre-requisite for CSCI311 Software Process Management. Current pre-requisite is listed as CSCI222 or CSCI205. From 2008, this will change to CSCI205.

7.2.2 Subject name change for CSC Computer Security

Resolution 07/12: The FEC approved the name change of CSC Computer Security to “Cryptography and Secure Applications” and the revised pre-requisites, content and objectives for this subject.

7.2.3 Deletion of degree Master of Digital Multimedia

Resolution 07/13: The FEC approved of the: deletion of the degree MDigMedia from 2008, due to falling enrolments.

7.2.4 New subject proposal CSCI319

Resolution 07/14: The FEC approved for: CSCI319 Distributed Systems to replace CSCI214 Distributed Systems which will be deleted in 2008. In addition to the modernisation of the content, the subject is to be shifted back to 300-
level. The shift to 300-level is necessitated by the 200-level curriculum becoming more prescribed and leaving little room for electives.

7.2.5 Deletion of subject CSCI214
Resolution 07/15: The FEC approved the deletion of CSCI214 Distributed Systems from 2008.

7.3 SCHOOL OF INFORMATION SYSTEMS & TECHNOLOGY
Curriculum Changes – A/Prof PETER HYLAND

7.3.1 Deletion of Master of Electronic Commerce
Resolution 07/16: The FEC approved: Deletion of the degree Master of Electronic Commerce from 2008

7.3.2 Deletion of BInfoTech
Resolution 07/17: The FEC approved: Deletion of the degree Bachelor of Information and Communication Technology and the double degree with Law from 2008. The application for Dean’s Scholars for this degree is to be withdrawn.

7.3.3 Course rule changes for BIST
Resolution 07/18: The FEC approved: Deletion of the majors Internet Technology and Internet Science from the Bachelor of Internet Science and Technology from 2008

7.3.4 Draft Subject code changes
Resolution 07/19: The FEC approved: Scheduled changes of subject codes and names as proposed in the document provided by the School. The subjects designated with the letter w will only need minor word changes. Those with a y will require more extensive change and will be submitted in more detail at the next meeting

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS
No items submitted

*8 ITEMS FOR DISCUSSION AND FEEDBACK
Probation and Promotion About Teaching
The UEC is currently looking at the submissions for promotion. Current statistics indicate that half the applications for promotion to SL have teaching ranked first. The success rate amongst these is excellent. On the other hand the corresponding success rate for A/Profs with a similar ranking is quite low. This project aims to find out what more is required at all levels. At this stage the project team is looking for ideas and discussion.

9. OTHER BUSINESS
  *9.1 Katina Michael - "The Learning Edge- Equella".
Katina Michael discussed the problem of student access to shared material and ways to overcome access problems at the end of session. At present there is no system in use that allows for student demand of teaching resources outside of session and/or for previous supplemental material used for a course or project or inter-School sharing of resources. Ideally there should be a system in place that also works with VISTA. The Medical School is using Equella and Dr Michael suggested that it might be possible for the Faculty to investigate using a similar system. Katina has offered to demonstrate Equella later in the year.
**ACTION:** Members should contact Katina if they are interested in forming a working party,

* 9.2 Pam Davy - Future of Board Endorsed Subject "Secure and Reliable Digital Communication". This subject has been offered at Caringbah High School for several years, but is not being offered in 2007 due to insufficient numbers of students. In order to run in future years, a further application to the Board of Studies is required. The original design of the subject had equal parts of Maths, CS and IT and was supposed to involve academics from all three areas. However SMAS has done all of the work so far. There has been a low participation rate and in order to be successful in the future the subject will probably need a major revamp. **ACTION:** If anyone is interested in continuing to present this subject they should tell the Chair asap.

10. **NEXT MEETING**

   The next meeting is scheduled for 5 July.

   The meeting closed at 3.35pm

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Belinda Schuster  
Secretary  
May 2007