UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 6/05 held at 1.30pm on Thursday 27 October 2005 in the Faculty Meeting Room 39.150A.

PRESENT: A/Prof F Naghdy (Chair), Prof S Bouzerdoum, Dr R Caladine, Mr P Castle, Mr T Coltman, A/Prof P Hyland, Ms B James, Ms A Meldrum, A/Prof P Nickolas, Dr G Trott, Mr P Vial and Dr A Worthy.

IN ATTENDANCE: Ms K Oborn and Ms S Dewhurst.

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

Apologies were received from Prof P Ogunbona.

It was noted that Dr A Porter is on Long Service Leave and A/Prof P Hyland attended as Prof Ogunbona’s nominee.

*1.2 Arrangement of Agenda

1.2.1 Items, 1.1, 1.2, 1.3, 2, 3, 6.1, 6.2, 6.3, 6.3.2.1, 7.7.1, 7.7.2 and 7.9 were starred (*) for discussion.

1.2.2 A motion to adopt the draft resolutions for the unstarred items was carried.

*1.3 Confirmation of the Minutes of the Meeting of 25 August 2005

The Committee confirmed the minutes of Meeting 5/05 held on 25 August 2005.

1.4 Business Arising from the Previous Minutes

There was no business arising from the previous minutes.

*2. REPORT FROM THE CHAIR – VERBAL REPORT

The Chair reported the following items from the last UEC meeting:

• Legal issues relating to off-shore teaching still not resolved.

• The Teaching and Learning funding and ranking is not as was reported in the media. Final ranking will be advised by the end of November; no changes expected.

• Plagiarism policies and procedures to be revised and improved.
The Chair also reported that:

- A review of rules for Student Conduct and Discipline has been conducted; implementation in February 2006. Any comments about the revised policy to be passed onto A/Prof Naghdy or Ms Solveig Dewhurst.

- Course rules were discussed at the last FEC Chairs meeting; revisions now with the UEC. Subject and course revision will be discussed at the FEC Chairs meeting to be held next week; any comments or concerns to be passed onto A/Prof Naghdy prior to this meeting.

A discussion centred around the mechanisms available to detect plagiarism and the different approaches used by Schools when dealing with student misconduct and discipline, and whether there should be a unified Faculty approach to such issues.

Ms Bronwyn James suggested contacting Paul Moore from Student Services who will conduct information sessions on using Turnitin and the legal issues of using such mechanisms. Ms James suggested that educating students about plagiarism as a method for reducing the incidence.

ACTION: Each School to provide a summary of their approach to plagiarism to the Chair FEC prior to next meeting.

*3. REPORT FROM CEDIR/LEARNING DEVELOPMENT UNIT

Dr Ric Caladine reported that:

- Migration from WebCT to Vista is complete for Summer session and will be available to students from 28 November. Work will commence soon on migration for Autumn session.

- The method of providing video conferencing has been transferred from ISDN to IP. This is a more cost effective method of broadcasting lectures; cost is now based on volume and not distance. Costs for broadcasting to Singapore were approximately $1,000 per hour for ISDN, compared with $3.08 for IP.

- The CEDIR Faculty Service Agreement (FSA) process will be different over the next 18 months, with a focus on strategic projects nominated by the Faculty rather than the general call for projects. CEDIR have met with the Dean and Heads of Schools and a list of projects has been approved.

- A node on the access grid in SMAS is being constructed next week, this will be followed by installation; completion is expected by late November.

*4. REPORT FROM THE LIBRARY – OFFSHORE ILIP AND LIBRARY SERVICES

There was no report for this meeting.

5. REPORT FROM STUDENT MEMBER – BOB BROWN

There was no report for this meeting.
6. PROGRESS REPORTS ON STRATEGIC PLANNING OBJECTIVES

*6.1 QUALITY101 Working Party

“Improve learning outcomes and pass rates in subjects with high failure rates.”

Dr Geoff Trott acknowledged the assistance he is receiving from Bronwyn James in the absence of Dr Anne Porter this session. The working party is tracking and comparing results for CSCI121 over three consecutive years for students with a low failure rate. Comparisons show that these students haven’t done any worse or any better than students with a high failure rate.

*6.2 Tertiary Literacies Integration Working Party

“Integrate academic and information literacy, language and learning support into curricula.”

Ms Bronwyn James gave the following report on the mapped tertiary literacies:

- Mapping for the whole faculty not yet complete; SECTE mapping has been completed and identified gaps have been referred back to the School SEC. Integrated work to be incorporated into 1st year subjects from 2006.
- Feedback to CEDIR to be collated.

*6.3 Quality Review Framework

6.3.1 Course Review
To note that School Education Committees are considering course review process and will advise when complete.

6.3.2 Subject Review
6.3.2.1 Subject Review Proforma
Ms Solveig Dewhurst reported that for audit purposes it is important that Schools construct a timeline for course reviews. The timeline should include which course to be reviewed and when.

Ms Dewhurst also reported on how other faculties conduct their subject reviews and suggested that the Science Faculty’s process could be useful for Informatics; a document was tabled outlining the processes used by other faculties. Ms Dewhurst pointed out that the proforma attached to the agenda is based on the proforma used by Science and asked members of the committee to provide feedback and comments on adapting such a form to be used by Informatics.

ACTION: Comments and feedback on Subject Review proforma to be directed to the Executive Officer.

Discussion
The committee discussed the usefulness of the proforma in course development reviews. A/Prof Peter Nickolas pointed out that the term “review” is not in the QRF and is therefore confusing. He suggested that the term “subject review” be altered to “subject delivery information” as the detail on the proforma did not constitute a review but is important information for the committee when conducting a subject review.
The Chair noted that the information contained on such a proforma needs to be collated for uniformity. He advised the committee that the issue of subject reviews will be discussed at the next FEC Chairs meeting and asked that comments be emailed to either himself or Ms Solveig Dewhurst.

Dr Trott commented that the form will be completed up to 10 times in the five-year course review cycle and could be seen as not being a worthwhile process if another review will be required for course reviews. The Chair suggested that the information on the proformas are snapshots which can be used as tools when conducting major reviews.

7. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

7.1 Subject Revision – ECTE171
At the last FEC meeting the subject title for ECTE171 was revised, however other revisions have also been made. Accordingly, a subject proposal has been completed and attached for approval.

Rework:
1. Subject Rationale
2. Subject Content
3. Learning Outcomes (objectives)
4. Tertiary Literacies
5. Assessment Method

The revisions represent a move away from a focus on signals and systems concepts to a more general introduction to electrical, computer and telecommunications engineering.

Resolved (FEC05/37)
That FEC recommends approval of the subject revisions to ECTE171, effective from 2006.

7.2 Review of BIST Degree – Modifications for 2006

The School recommends the following for the BIST degree:

a) ECTE195 Design and Management be replaced by MGMT110 Introduction to Management
b) ECTE171 Introduction to Electrical Engineering Systems be replaced by MGMT110 Introduction to Management
c) Review of BIST to look at the requirements for INFO202 in light of above changes

The School notes that amendments to the Handbook be made when the results of BIST review are known.

Resolved (FEC05/38)
That FEC recommends approval of the changes to BIST:

a) ECTE195 Design and Management be replaced by MGMT110 Introduction to Management
b) ECTE171 Introduction to Electrical Engineering Systems be replaced by MGMT110 Introduction to Management
and notes that the review of the BIST degree look at the requirements for INFO202 in light of the above changes.

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

7.3 Subject Code Revision – ITCS201

The subject code for ITCS201 Markup Languages has been revised to ITCS206 to reflect the numbering of the equivalent MCS subject, MCS9206

Resolved (05/39)
That FEC recommends approval of the revised subject code for Markup Languages from ITCS201 to ITCS206 effective from 2006.

7.4 Additional Subject Code for IACT901

The School wishes to create an additional subject code for the subject IACT901 – IT Strategic Planning.

IACT901 is about to be offered in Dubai as part of a new Masters degree and the Ministry of Higher Education in Dubai requires all final semester subjects to have a code number higher than any preceding subject.

The new code will be IACT951 and will only be used in Dubai.

Resolved (05/40)
That FEC recommends approval of new subject code IACT951 being allocated to IACT901 for use in Dubai only, effective immediately.

7.5 New Delivery Location – MITM

The School proposes to deliver the MITM course in Dubai to satisfy the strong evidence of market demand in that location. Resources already available at the Dubai campus will be utilised to meet the demand. The method of teaching will be face-to-face, supported by WebCT.

It should be noted that IACT901 will take the subject number IACT951 in Dubai (as per agenda item 7.4), to satisfy requirements of the Ministry of Higher Education in Dubai.

The electives offered in the MITM program come from the MIB and MBA programs, which are already offered by the College of Graduate Studies at UOWD.

Resolved (05/41)
That FEC recommends approval of Dubai as the new delivery location for Master of Information Technology Management, as outlined in the attachment to the agenda, to be introduced from September 2006.

7.6 Minor Amendment – Graduate Certificate in Information and Communication Technology

Preamble: Attached forms have been provided solely for the purpose of providing a structure within which FEC members can address matters of concern. Formal documentation (eg Form 2) is not required for these changes which can be approved directly by FEC.
The Graduate Certificate in Information and Communication Technology (Grad Cert ICT) feeds directly into the MICT and the newly introduced MICT (Adv) degrees. Recent changes to the “Entry Requirements” for MICT and MICT (Adv) degrees have made them inconsistent with the Grad Cert (ICT). The School proposes to change the Entry Requirements for the Grad Cert ICT to resolve those inconsistencies. A change to the “Credit Towards other Courses” is proposed to reflect the introduction of the new MICT (Adv) degree.

Resolved (05/42)
That FEC:

a) recommends approval of the Changes to Entry Requirements to align them with the Entry Requirements for MICT and MICT (Adv) degrees

b) recommends approval of the changes to Credit Towards Other Courses to reflect the introduction of the new MICT (Adv) degree.

as outlined in the attachment to the agenda, effective from 2006.

7.7 Formal Endorsement

During the course of the preceding weeks, several agenda items were discussed and endorsed in a virtual meeting environment for the purposes of fast-tracking. These items have been forwarded to the Academic Senate Standing Committee and documents will be attached to the minutes of the meeting and are available from the minutes Secretary.

Mr Peter Castle expressed concern about postgraduate subjects being taught at undergraduate level (item 7.7.2) without the commensurate modifications being made to fit with undergraduate teaching practices.

It was noted that FEC did not approve of the resolutions for items 7.7.1 and 7.7.2 as they appeared in the agenda and requested that the resolutions be reworded to satisfy the FEC members.

7.7.1 New Major Proposal – Bachelor of Computer Science

The proposal is for the addition of a new major in Multimedia and Game Development for the Bachelor of Computer Science degree.

No new subjects are required.

The Faculty of Creative Arts has agreed to the inclusion of one of their subjects, DESN290, as core in the major.

Resolved (FEC05/43)
That FEC recommends approval of the addition of the new major, Multimedia and Game Development, for the Bachelor of Computer Science degree, as discussed via the website forum, to be introduced from 2006.

7.7.2 Minor Course Amendment – Bachelor of Computer Science

SITACS wishes to revise the sequence of subjects for the proposed Multimedia and Game Development Major, and include the addition of the following two new subjects:

- CSCI240 Multimedia Programming Foundations
- CSCI343 Game Design and Programming
Although new for undergraduate students, both subjects are currently offered at postgraduate level.

**Resolved (05/44)**

That FEC recommends approval of the addition of two new subjects:

a) CSCI240 – Multimedia Programming Foundations
b) CSCI343 – Game Design and Programming

to the Multimedia and Game Development major of the Bachelor of Computer Science degree, as discussed via the website forum, effective from Autumn 2006.

### 7.7.3 New Subject – ITCS900

The School wishes to introduce a new core subject, ITCS900 – Fundamentals of Contemporary Technologies, in the Master of Information and Communication Technology (MICT) – (see item 7.7.7), and the new MICT (Advanced) degrees (see item 7.7.6).

The subject aims to improve the success rate of students in all other MICT subjects by developing fundamental skills and knowledge which will underpin much of their concurrent and later study at UOW.

**Resolved (05/45)**

That FEC recommends approval of the addition of ITCS900 – Fundamentals of Contemporary Technologies as a core subject for Master of Information and Communication Technology (MICT) and MICT (Advanced) degrees, effective from 2006.

### 7.7.4 New Subject – ITCS952

The content of this subject is currently taught under the codes, ITCS301 and IACT932. IACT932 is one of several "special topics" subjects which are used to introduce areas of study that may vary from one year to the next. It has been decided to include this subject as part of a major in Health Informatics in the MICT (see item 7.7.7) and MICT (Advanced) degrees (see item 7.7.6). As such, it will be offered every year, and so should have a permanent subject code of its own at the postgraduate level.

**Resolved (05/46)**

That FEC recommends approval of the addition of ITCS952 – Exploiting Collaborative Technologies, in the Health Informatics major, for Master of Information and Communication Technology (MICT) and MICT (Advanced) degrees, effective from 2006.

### 7.7.5 Core Subject Revisions – Bachelor of Computer Science

The School wishes to add a new elective subject and to make some core subject revisions in the BCompSc degree.

New elective subject addition:

CSCI231 – Operating Systems. This is a new elective subject that develops a thorough understanding of the principles and concepts that govern the design of modern computer operating systems.
Core subject revisions:

CSCI124 – Applied Programming (New Title). The changes allow the treatment of data structures from an implementation viewpoint and furthering the programming concepts covered in CSCI114.

CSCI204 – Object Programming and Frameworks (New Title). The changes allow the treatment of object-oriented paradigm in program design and implementation.

CSCI212 – Interacting Systems. The reorganisation allows an introductory treatment of operating systems from the viewpoint of a programmer.

The above revisions necessitate revision of the corresponding equivalent subjects for the Master of Computer Studies:

MCS9124 – Applied Programming (New Title)
MCS9204 – Object Programming and Frameworks (New Title)
MCS9212 – Interacting Systems

The changes effectively reorganise the content of the various subjects so as to present a more coherent treatment.

Resolved (05/47)
That FEC:

a) recommends approval of the addition of new elective subject, CSCI231 – Operating Systems, in the Bachelor of Computer Science degree.

b) recommends approval of the revisions to core subjects CSCI124 – Applied Programming, CSCI204 – Object Programming and Frameworks and CSCI212 – Interacting Systems, in the Bachelor of Computer Science degree.

c) recommends approval of the corresponding equivalent subjects MCS9124 – Applied Programming, MCS9204 – Object Programming and Frameworks and MCS9212 – Interacting Systems for the Master of Computer Science degree.

as outlined in the documents previously provided, effective from 2006.

7.7.6 New Course Proposal – Master of Information and Communication Technology (Advanced)

The School wishes to introduce a new degree – Master of Information and Communication Technology (Advanced). This Advanced degree requires students to complete 72 credit points of study over 18 months or 2 years, giving students a much broader skill base. Students in the Advanced degree may complete either a single major or a double major in the ICT discipline.

The proposal requires the introduction of two new subjects: ITCS900 (see item 7.7.3) and ITCS952 (see item 7.7.4). Both subject proposals have already been circulated to and approved by FEC members.
Resolved (05/48)
That FEC recommends approval of new course, Master of Information and Communication Technology (Advanced), as outlined in the documents previously provided, effective from 2006.

7.7.7 Major Course Revision – Master of Information and Communication Technology (MICT)

The School proposes to introduce one core subject and a series of major studies, composed of existing subjects, to the Master of Information and Communication Technology (MICT) degree.

The proposal requires the introduction of two new subjects: ITCS900 (see item 7.7.3) and ITCS952 (see item 7.7.4). Both subject proposals have already been circulated to and approved by FEC members.

Resolved (05/49)
That FEC:

a) recommends approval of the major course amendment to the Master of Information and Communication Technology (MICT) degree, as outlined in the documents previously provided, effective from 2006.

b) requests that Faculty forward the course amendment to Academic Senate Standing Committee for approval, with a request that the Pro Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.

7.7.8 New Course Proposal – Master of Computer Science (Advanced)

The School wishes to introduce a new Masters degree – Master of Computer Science (Advanced). This Advanced degree requires students to complete 72 credit points of study over 18 months or 2 years, giving students a much broader skill base. Students in the Advanced degree may complete either a single major or a double major in the Computer Science discipline.

No new subjects are required.

Resolved (05/50)
That FEC:

a) recommends approval of new course, Master of Computer Science (Advanced), as outlined in the documents previously provided, effective from 2006.

b) requests that Faculty forward the course proposal to Academic Senate Standing Committee for approval, with a request that the Pro Vice-Chancellor (Academic) waive the requirement for an ECAC report, as this new degree is to be fast-tracked and requires no new subjects

7.7.9 Minor Course Revision – Master of Computer Science

The School proposes to introduce a series of major studies, composed of existing subjects, to the Master of Computer Science (MCompSc) degree.

No new subjects are required.
Resolved (05/51)
That FEC:

a) recommends approval of minor course revision to Master of Computer Science degree,, as outlined in the documents previously provided, effective from 2006.

b) notes that no new subjects are required for this degree.

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS

7.8 Revision of Pre-requisite – MATH253

The School wishes to make the following change to the pre-requisite for MATH253 – Linear Algebra:

Current Pre-requisite
MATH188 a mark of at least 65 in MATH142

Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolved (05/52)
That FEC recommends approval of the following revised pre-requisite for MATH253 – Linear Algebra, effective from 2006:

“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

7.9 Revision of Pre-requisite – MATH291

The School wishes to make the following change to the pre-requisite for MATH291 – Differential Equations:

Current Pre-requisite
MATH101 or MATH188 or a mark of at least 65 in MATH142

Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolved (05/53)
That FEC recommends approval of the following revised pre-requisite for MATH291 – Differential Equations, effective from 2006:

“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

7.10 Revision of Pre-requisite – MATH292

The School wishes to make the following change to the pre-requisite for MATH292 – Numerical Analysis:

Current Pre-requisite
One of MATH101 or MATH188 or a mark of at least 65 in MATH142
Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolved (05/54)
That FEC recommends approval of the following revised pre-requisite for MATH292 – Numerical Analysis, effective from 2006:
“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

7.11 Revision of Pre-requisite and addition of Co-requisite – MATH293
The School wishes to make the following changes to MATH293 – Complex Variables:
Add a co-requisite and change pre-requisite:

Current Co-requisite
None

Proposed Co-requisite
MATH201

Current Pre-requisite
One of MATH101 or MATH188 or a mark of at least 65 in MATH142

Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolved (05/55)
That FEC:
a) recommends approval of the following revised pre-requisite for MATH293 – Complex Variables, effective from 2006:
“MATH188 or a mark of at least 65 in MATH142 or MATH162”
b) recommends approval of the addition of the following co-requisite for MATH293 – Complex Variables, effective from 2006:
“MATH201”.

7.12 Revision of Pre-requisite – MATH294
The School wishes to make the following change to the pre-requisite for MATH294 – Group Theory:

Current Pre-requisite
One of MATH101 or MATH188 or a mark of at least 65 in MATH142

Proposed Pre-requisite
MATH188 or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.
Resolved (05/56)
That FEC recommends approval of the following revised pre-requisite for MATH294 – Group Theory, effective from 2006:
“MATH188 or a mark of at least 65 in MATH142 or MATH162”.

7.13 Revision of Pre-requisite – STAT231
The School wishes to make the following change to the pre-requisite for STAT231 – Probability and Random Variables:

Current Pre-requisite
MATH188 or enrolment in course code 762A

Proposed Pre-requisite
MATH188 or enrolment in course code 762A or a mark of at least 65 in either MATH142 or MATH162

Note: MATH142 and MATH162 are equivalent subjects.

Resolved (05/57)
That FEC recommends approval of the following revised pre-requisite for STAT231 – Probability and Random Variables, effective from 2006:
“MATH188 or enrolment in course code 762A or a mark of at least 65 in either MATH142 or MATH162”

7.14 Deletion of Pre-requisite – STAT252
The School wishes to delete the following pre-requisite for STAT252 – Statistics for the Natural Sciences:

Current Pre-requisite
24 credit points

Proposed Pre-requisite
None

Resolved (05/58)
That FEC recommends approval of the deletion of the current pre-requisite for STAT252 – Statistics for the Natural Sciences, effective from 2006.

7.15 Minor Course Amendment – BMath
The School wishes to make the following minor change to the Bachelor of Mathematics degree (BMath):

Current Course Requirement (viii)
300-level subjects from the Mathematics Schedule of subjects

Proposed Course Requirement (viii)
300- or 400-level subjects from the Mathematics Schedule of subjects

Resolved (05/59)
That FEC recommends approval of the change to Course Requirement (viii) for Bachelor of Mathematics degree, effective from 2006.
“300- or 400-level subjects”
7.16  **Minor Course Amendment – BMathAdv**

The School wishes to make the following minor change to the Bachelor of Mathematics Advanced degree (BMathAdv):

**Current Course Requirement (vii)**
300-level subjects from the Mathematics Schedule of subjects

**Proposed Course Requirement (vii)**
300- or 400-level subjects from the Mathematics Schedule of subjects

**Resolved (05/60)**

That FEC recommends approval of the change to Course Requirement (vii) for Bachelor of Mathematics Advanced degree, effective from 2006.

"300- or 400-level subjects”.

7.17  **Minor Course Amendment – BMathEcon**

The School wishes to add the following subject to the list of Electives for the Bachelor of Mathematics Economics degree:

INFO413 – *Information Theory*.

**Resolved (05/61)**

That FEC recommends approval of the addition of INFO413 – *Information Theory*, to the Bachelor of Mathematics Economics degree, effective from 2006.

8.  **OTHER BUSINESS**

There was no other business.

9.  **NEXT MEETING**

The meeting schedule for 2006 will be advised when details are released.

_A/Prof Fazel Naghdy_
Chair