UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 1/06 held at 1.30pm on Thursday 2 February 2006 in the Faculty Meeting Room 39.150A.

PRESENT: A/Prof F Naghdy (Chair), Prof S Bouzerdoum, A/Prof P Hyland, Ms A Meldrum, Dr A Porter, Ms E Purser, Dr G Trott, Mr P Vial, A/Prof G Williams and Dr A Worthy.

IN ATTENDANCE: Ms A Panetta.

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

Apologies were received from Dr R Caladine, Dr P Nickolas.

It was noted that Mr P Castle and Ms B James are on Study Leave and that Ms E Purser was in attendance as Ms James' nominee.

*1.2 Arrangement of Agenda

1.2.1 Items, 1.1, 1.2, 1.3, 2, 3, 4, 7.1, 7.2, and 7.3 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 27 October 2005

The Committee confirmed the minutes of Meeting 6/05 held on 27 October 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 that the number of new enrolments is down by 24 per cent. A likely cause for this is the lack of scholarships being awarded by the Faculty. The Chair advised that it may be timely to initiate discussion on Dean’s Scholars programs for the Faculty, noting that the Faculty of Engineering has had these programs in place for the past three years and has been attracting good students.

*3. REPORT FROM LEARNING DEVELOPMENT UNIT

Ms Emily Purser reported that:

• The document attached to the agenda reported on activities in 2005.
• She has met with Ms Annette Meldrum from the Library to discuss the progress of the Tertiary Literacies Integration Working Party.

Ms Purser also queried who was involved in ECTE953 and ECTE955.

*4. REPORT FROM THE LIBRARY

Ms Annette Meldrum referred to the report attached to the agenda, which included the activities of 2005. Ms Meldrum reported that activities in Autumn 2006 would be similar to those of 2005.

Ms Meldrum also reported that the Library would have some involvement in ECTE953 and ECTE955.

5. REPORT FROM STUDENT MEMBER – BOB BROWN

There was no report for this meeting.

6. 2006 FACULTY PLAN

The Chair advised that there was a new plan for 2006, which was aligned with the 2005 plan. Members requested a copy of the plan.

ACTION: A Panetta to email new plan to Committee members.

7. PROGRESS REPORTS ON STRATEGIC PLANNING OBJECTIVES

*7.1 QUALITY101 Working Party

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

Dr Anne Porter reported that the guidelines for the 2006 ESDF have not yet been finalised and issued. She advised that the Working Party has completed one ESDF application and has completed the background work for submission of another three. Dr Porter iterated the importance of Faculty input into the guidelines and suggested a memo be drafted encouraging this and expressing concern with the lateness of the guidelines.

Dr Porter also reported on the need to look at subject assessment and evaluation systems as the University system is not picking up the issues in relation to failure rates in first year Computer Science subjects.

There was discussion on the review of ECTE subjects and the decreased failure rate in CSC191. The Chair suggested this be investigated and used as an example for other subjects.

ACTION: Chair to approach the Dean regarding concerns expressed with the ESDF guidelines.
7.2 Tertiary Literacies Integration Working Party

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

Ms Emily Purser reported that:

- The Working Party met on 31 January 2006 to review progress. There has not been much activity since the third quarter report was produced.
- ECTE mapping is almost complete. ECTE171 was receiving Library and Learning Development support. ECTE350 is on track.
- The Working Party is still waiting on SITACS and SMAS mapping information.

7.3 Quality Review Framework

7.3.1 Course Review

SECTE is in its fourth year of the course review process. Once the process is completed, the School will commence preparation for the accreditation of its courses.

A/Prof Graham Williams reported that SMAS has received accreditation for the BMathFin and is looking to achieve accreditation with ASIC and one other institute. The School aims to achieve accreditation with the Australian Mathematics Society for all its Maths degrees in 2006.

A/Prof Peter Hyland reported that SITACS has just been through the accreditation process with the Australian Computer Society (ACS). The School is continuing this process and has been asked by ACS to introduce a new subject into the BCompSc. The School also had a major revision of the BCompSc in 2005 and is proposing a major review of the BICT in 2007. SITACS is looking at the introduction of a new degree, the Bachelor of Software Engineering, as well as advanced degrees.

The Chair expressed the desire to have a timetable of course reviews across the Faculty drawn up, which would form part of the Faculty’s reporting to the University.

Discussion also arose on:

- involving the FEC in the oversight of the BIST degree, and
- Maths Enabling, which was trialed in 2006 and has approximately 20 students enrolled this year.

7.3.2 Subject Review

7.3.2.1 Subject Delivery Review Proforma and Compliance Checklist for Teaching and Assessment

The Chair noted that quality assurance processes are conducted when preparing subject proposals but this may not be followed through with the delivery of these subjects. Hence, the Subject Delivery Review Proforma gives a good summary of how a subject is delivered, with a checklist to remind subject coordinators of what to do at each stage of delivery.
The Chair proposed that the Proforma and checklist be implemented for a one year trial within the Faculty.

Dr Anne Porter suggested that the Proforma incorporate changes to course coordinators and other changes from the last implementation of the subject. The Chair agreed.

Other amendments made to the Proforma were:

- At question 3, instead of including the list of courses, it was suggested that subject coordinators simply be instructed to add the course code and the number of students in each course (from SMP).

It was also suggested that a second assessor be required to sign off on the Compliance Checklist and that the tick box regarding disabilities be moved to the “Closure” phase.

Dr Geoff Trott queried where the Proformas would be stored. It was suggested that the forms be kept within the Schools and copies given to the Faculty. There was also discussion on the option of electronic storage of the forms, for example in a database. The Chair to investigate.

**ACTION:**
- Chair to amend Subject Review Proforma and Compliance Checklist for Teaching and Assessment and distribute to Schools for consideration at SECs.
- Chair to investigate database option for storage of Subject Delivery Review Proformas and Compliance Checklists.

**Resolved (FEC06/01)**

That FEC recommends that the Subject Delivery Review Proforma and Compliance Checklist for Teaching and Assessment procedures are deployed by the Faculty for one year trial and experimentation, concluding December 2006.

8. **SCHOOL ITEMS**

8.1 **SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING**

8.2 **SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE**

8.3 **SCHOOL OF MATHEMATICS AND APPLIED STATISTICS**

There were no items from the Schools.

9. **OTHER BUSINESS**

The Committee congratulated A/Prof Fazel Naghdy on his appointment as Associate Dean of the Faculty and welcomed Ms Angelina Panetta as the new Faculty Officer and Secretary to the FEC.

10. **NEXT MEETING**

The next meeting is scheduled for Thursday 23 March.

A/Prof Fazel Naghdy
Chair