UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 2/03 held at 1.30pm on Thursday 12 June 2003 in the Faculty Meeting Room, Building 39, room 150A.

Present:  Dr A Porter (Acting Chair), Professor P Croll, A/Professor N Gray, Mr E Ha, Ms B James, Dr YX Lin, Dr J Lukasiak, Dr C McPhail, Ms A Smithers, Dr G Trott, A/Professor G Williams and A/Professor T Wysocki.

In Attendance:  Ms K Sheridan (Secretary), Mr P Castle, A/Professor D Siviter.

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

Apologies were received from: Mr R Caladine and Dr I Piper.
The following members are currently on leave: Ms A Meldrum and A/Professor F Naghdy.

*1.2 Arrangement of Agenda

1.2.1  Items 1.1, 1.2, 1.3, 1.4, 2, 5, 6.2, 6.6, 6.7, 6.8, 6.11 and 7 were starred (*) for discussion

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

*1.3 Confirmation of the Minutes of the Meeting of 27 March 2003

The Committee confirmed the minutes of Meeting 1/03 held on 27 March 2003.

*1.4 Business Arising from the Previous Minutes

1.4.1  Learning and Teaching in Faculty Planning & Resource Report

Due to time constraints, the working party was unable to meet prior to the submission of the Faculty Report. The section of the plan attached to the agenda was written by the Dean and Faculty Executive Officer, with input from the Sub-Dean and Faculty Officer. It should be noted that, although the Plan has been submitted, the Dean welcomes feedback and input to improve the document for next time.

1.4.2  Working Group – RAPP and Pass Rates

The Chair and Sub-Dean have attempted to access pass rate information through COGNOS, without success at this stage. Further attempts will be made. The Working Group will meet after the release of the second RAPP Consultation Package to provide comments prior to wider distribution to all FEC members.
1.4.3 Items Approved at University Level

- The Graduate Diploma in Internet Technology and Master of Computer Studies degrees were approved by the Vice-Chancellor on 3 April 2003.
- The addition of a rule to the BCompSc course requirements was approved at Academic Senate on 4 June 2003. However, this may no longer be required if the current BCompSc proposal is successful.
- Changes to Ross Nealon and Richard Miller Prizes approved at Senate Standing Committee on 14 May 2003.
- The minor changes to the Master of Electronic Commerce degree have not been forwarded to Senate Standing Committee as SITACS advised an additional small change was required (see Item 6.13).

1.4.4 Peer Review of Teaching

The feedback from the last FEC is yet to be forwarded to the UEC, however the Faculty has been advised that no other feedback was received and the issue has been put aside while the RAPP recommendations are being addressed. Therefore, a response based on the discussions at the last FEC meeting and some additional responses received after the meeting will be forwarded to the Secretariat.

ACTION: Faculty Officer to forward Peer Review Summary to Secretariat.

*2. REPORT FROM THE CHAIR – VERBAL REPORT

The Chair spoke briefly about the items listed under Business Arising (Item 1.4). In addition the following updates were provided:

2.1 Bachelor of Commerce

The Faculty of Commerce is in the process of rationalising the Bachelor of Commerce degree, with a move to “Major” and “Minor” studies. This may affect second majors offered in some Informatics degrees.

2.2 Dean’s Scholars Program

The University is recommending that each Faculty introduce a Dean’s Scholars Program (based on the Faculty of Arts program) to attract high-achieving students to the University. The Chair is involved in discussions about the proposed structure.

2.3 RAPP Consultation Package 1

The Chair submitted a response on behalf of the FEC, in which it was noted that insufficient time was provided for consultation.
2.4 RAPP Consultation Package 2

The second package will be sent to members after the meeting. As noted in 1.4.2, the Working Group will meet to discuss any issues arising from the documentation, and a summary will be provided to members for further feedback and discussion.

**ACTION:** Faculty Officer to forward RAPP Consultation Package 2 to FEC members and arrange Working Party meeting.

3. REPORT FROM CEDIR/LEARNING DEVELOPMENT UNIT

Ms Brownyn Craig tabled a summary of learning development integration within Faculty subjects in Autumn session 2003.

4. REPORT FROM THE LIBRARY

4.1 Reading List required ASAP

The Library requires reading lists for all subjects being taught in 2nd session, particularly those being taught at Loftus, South Coast and Southern Highlands.

4.2 Comments on Reading Lists

The Library requests that a brief comment be made at the bottom of reading lists provided to students (where appropriate) noting that the list is not exhaustive and that other material may be found in the databases or in the collection. The following wording is suggested:

"These readings are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings."

The Library frequently encounters students who are not prepared to believe it is acceptable to go beyond the prescribed list, which causes problems when all the books have already been borrowed! It is hoped the inclusion of a comment on reading lists will reduce this problem.

4.3 Reserve Collection/Electronic Readings

Items for the Reserve Collection or Electronic Readings must be received no later than 30th June to be ready for students in Session 2.

5. REPORT FROM STUDENT MEMBER

The Chair welcomed Mr Eric Ha, the new student representative on the Committee.

The Committee discussed the report generally, noting it is essentially a summary of student concerns related to quality of teaching practices. The following specific points were addressed as follows:
• **Call for yearly compulsory teaching surveys**
  The Chair noted that teaching surveys were once compulsory and regular, but the conduction of compulsory surveys is very expensive and do not necessarily result in improved teaching. It was decided that the expense was not justifiable, and the funds were redirected towards other more effective methods of improving teaching.

  The Chair suggested that, in light of the concerns raised, FEC could remind staff of the availability of Subject Online Surveys (SOS) and recommend that such surveys be implemented within subjects.

• **Call for development of lecturers’ language skills and public speaking skills**
  Professor Peter Croll noted that, in response to previous student feedback, a funded accent modification program has been suggested to several staff members in SITACS. However, staff must be willing to attend such a program, and not all identified staff have chosen to take up the option.

• **Concerns re lectures and tutorials to be held at a ‘sensible time’**
  Clarification was sought on what a ‘sensible time’ referred to. Mr Ha explained that the majority of concerns expressed regarding lecture and tutorial times revolved around classes being too early on a Monday morning and/or too late on a Friday afternoon. In addition, it was raised that lectures and tutorials for the one subject should be held at times closer together.

  The Chair noted that additional specific feedback was also received, which will be forwarded to the Dean and reviewed by the FEC Chair over the next few months, in an attempt to address the concerns raised and provide feedback to students.

### 6. SCHOOL ITEMS

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

#### 6.1 Amendment to ECTE956 – Internet Project

**Resolved (FEC03/07)**

*That FEC recommend that Faculty approve the revised title, content and outcomes for ECTE956 - Internet Project, as listed in the attachment to the agenda.*

#### 6.2 Amendment to Pre- and Co-Requisites

Dr McPhail questioned the use of MATH201 and MATH283 as alternate pre-requisites and co-requisites, as they have very different content. Dr Trott noted that knowledge of the exact content is not required; simply some experience of 200-level Mathematics is required.

**Resolved (FEC03/08)**

*That FEC recommend that Faculty approve the amended pre-requisites and co-requisites, as listed in the attachment to the agenda, for ECTE202, ECTE250, ECTE301, ECTE323, ECTE344, ECTE350, ECTE371, ECTE363, ECTE364, ECTE392, ECTE423, ECTE424 and INFO202.*
SCHOOL OF MATHEMATICS AND APPLIED STATISTICS

6.3 New Course Proposal: Master of Financial Mathematics

Resolved (FEC03/09)
That FEC recommend that the proposal for the Master of Financial Mathematics be forwarded to Academic Senate Standing Committee for approval.

6.4 New Course Proposal: Bachelor of Mathematics Advanced (Honours)

Resolved (FEC03/10)
That FEC recommend that the proposal for the Bachelor of Mathematics Advanced (Honours) be forwarded to Academic Senate Standing Committee for approval.

6.5 Amendment to 200-level Pre-requisites

Resolved (FEC03/11)
That FEC recommend that Faculty approve the amended pre-requisites, as listed in the attachment to the agenda, for MATH201, MATH202, MATH203, MATH204, MATH212, MATH222 and STAT231.

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

*6.6 Revised Course Proposal: Bachelor of Computer Science

The following comments were made in discussion of the proposal:
- The proposal is well integrated, beneficial, and has been required for some time, however the lack of consultation, particularly in consideration of the impact of the changes on SECTE engineering degrees, is concerning. It is important that students who undertake degrees with only one or two subjects from the Computer Science core are given due consideration.
- SMAAS is happy with the proposal, and welcomes the change.
- SECTE is not happy with the move from a two-subject to three-subject sequence in first year, and an alternative solution has not been considered. The School is currently reviewing its degrees, however, it will be August before they can provide feedback on what they require in their first year subjects.
- Some consultation has taken place over the last year about possible solutions, however no recent evidence of consultation has been provided. There was no agreement on a suitable solution, and no ongoing discussions regarding the issue.
- Suggest an interim arrangement whereby engineering students undertake CSCI114, which is equivalent to the current CSCI111, but still undertake a version of the current CSCI121 instead of the new CSCI103 and CSCI124. Professor Croll noted that such an interim arrangement would be unlikely to put a strain on workload, as CSCI121 is currently held in parallel and repeated strands.
• It was further noted that SITACS are currently working on a software engineering degree for 2005, which will require a subject to be developed which may be more appropriate for SECTE degrees.

The Committee agreed that the continued offering of CSCI121 in 2004 would be a suitable option, if SECTE, Faculty of Engineering, BIST Coordinator and BIT Coordinator agree to such a solution. Therefore, the Committee agreed to send the proposal forward, subject to agreement to the interim arrangements, a statement from Professor Croll regarding resource implications and further consultation.

Resolved (FEC03/12)
That FEC recommend that the proposal for the Bachelor of Computer Science be forwarded to Academic Senate Standing Committee for approval, subject to:
(a) Sign-off from the Faculty of Engineering, SECTE, BIST Coordinator and BIT Coordinator;
(b) Evidence of consultation with appropriate staff members regarding other affected degrees;
(c) Provision of a statement addressing resource implications of the proposed parallel offering of CSCI121 and CSCI124 in 2004; and
(d) Provision of a general statement addressing resource implications of offering new/revised SITACS subjects.

*6.7 Minor Course Proposal: Security Engineering Major in BCompSc

Dr Trott raised the name of the proposed major study as an issue, as he disagreed that the major was in fact ‘engineering’. Professor Safavi-Naini was consulted during the meeting, and a name change from ‘Security Engineering’ to ‘Digital Systems Security’ was decided upon.

Resolved (FEC03/13)
That FEC recommend that the proposal for a minor change to the Bachelor of Computer Science degree, by addition of a Digital Systems Security major study, be forwarded to Academic Senate Standing Committee for approval.

*6.8 Revised Course Proposal: Bachelor of Information and Communication Technology

The BInfoTech proposal was starred as part of the “package” of changes from SITACS. As the BCompSc proposal was approved in principle, little discussion of the BInfoTech changes was required.

Resolved (FEC03/14)
That FEC recommend that the proposal for the Bachelor of Information and Communication Technology be forwarded to Academic Senate Standing Committee for approval.
6.9 Minor Course Proposal: E-Commerce Double Major in BCompSc & BInfoTech

Resolved (FEC03/15)
That FEC recommend that the proposal for a minor change to the E-Commerce major in the Bachelor of Computer Science and the Bachelor of Information and Communication Technology be forwarded to Academic Senate Standing Committee for approval.

6.10 Revised Subject: CSCI399 - Server Technology

Resolved (FEC03/16)
That FEC recommend that Faculty approve the changes to CSCI399 - Server Technology.

*6.11 New Subject: ITCS990 – Minor Thesis

Dr Trott noted that the proposed subject does not solve the problem presented in the paperwork as the solution requires enrolment in the same 18 credit point subject in two consecutive sessions (which is not possible). In addition, research students are required to undertake the generic 48cp THESE subject over 2 sessions (or part-time equivalent). Dr Trott concluded that a much better solution would be to offer IACT940 in both sessions, or to limit the intake of Masters by Research students to one session only (Spring or Autumn).

The Committee agreed to refer the proposal back to SITACS.

Resolved (FEC03/17)
That FEC refer the proposal for the new subject, ITCS990 – Minor Thesis, back to SITACS for further consideration.

6.12 New Subject: CSCI317 – Database Performance Tuning

Resolved (FEC03/18)
That FEC recommend that Faculty approve the introduction of the new subject, CSCI317- Database Performance Tuning.

6.13 Addition of IACT901 to Master of Electronic Commerce Degree

Resolved (FEC03/19)
That FEC recommend:
(a) the addition of IACT901 – IT Strategic Planning to Group A: Applied ECommerce Subjects in the Master of Electronic Commerce Course Structure, and
(b) the inclusion of the change in the Minor Course Proposal for the Master of Electronic Commerce (as approved FEC03/03), prior to forwarding to Faculty.
6.14 Amendment to Pre-requisites

Resolved (FEC03/20)
That FEC recommend that Faculty approve the amended pre-requisites, as listed in the agenda, for ITCS436 and CSCI446.

6.15 BInfoTech – Compulsory Work Experience Component

Resolved (FEC03/21)
That FEC recommend that Faculty approve:
(a) the reduction of the BInfoTech work experience component from 2x10 weeks for a minimum of 17.5 hours/week, to 2x8weeks for a minimum of 17.5 hours/week, and
(b) the change in name from Work Experience to Industry Placement.

7. REVIEW OF ASSESSMENT PRACTICES AND PROCESSES (RAPP) – FACULTY CONSULTATION PACKAGE 1

The Chair noted that very little time was given for the provision of feedback on this package. The Chair did forward some comments, however they were very limited.

The Committee briefly discussed the implications of the proposals and noted that, if they are approved at University level in the current format, the following will be required:
- Schools with degrees that have an Honours project of more than 24 credit points will be required to apply the assessment requirements outlined in the Code of Practice – Honours.
- Schools with degrees that have an Honours project of less than 24 credit points will be required to apply the assessment requirements as above, or can develop their own written policies which must be approved by FEC and tabled at UEC.
- The BInfoTech degree will be affected by the recommendation to choose either an end-on or the specified cumulative model for determining Honours grades, as their current method of determining Honours is not represented by either of the models. This will need to be approved by FEC.

The Committee agreed that the Schools should be advised about these pending changes, but that no action is required until the proposal are approved by Academic Senate.

**ACTION:** Schools to be advised about possible implications of the proposals regarding Honours.

8. OTHER BUSINESS

A Porter
Acting Chair
12 July 2003