UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 2/05 held at 1.30pm on Thursday 7 April 2005 in the Faculty Meeting Room, Building 39, room 150A.

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

IN ATTENDANCE: Ms K Sheridan and Prof Sandra Wills (CEDIR).

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

Apologies were received from: Prof P Ogunbona

*1.2 Arrangement of Agenda

1.2.1 Items 1.1, 1.2, 1.3, 2, 3.1, 3.2, 6, 7.1, 7.2, 7.3, 7.7, 7.9 and 8 were starred (*) for discussion.

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

*1.3 Confirmation of the Minutes of the Meetings of 21 October 2004 & 10 February 2005

The Committee confirmed the minutes of:
• Meeting 6/04 held on 21 October 2004, and
• Meeting 1/05 held on 10 February 2005

1.4 Business Arising from the Previous Minutes

1.4.1 Faculty Service Agreement Applications

Congratulations to the following applicants who were successful in obtaining free CEDIR production for projects during Jan – June 2005:
• Willy Susilo & Jo Abrantes – CSCI114
• Mark Nelson & Anne Porter – MATH010 / MATH141 / MATH161
• David Griffiths – Integrating learning and assessment package for introductory statistics students.
• Katina Michael – IACT304/ IACT406
• Khin Win – ITCS429/ ITCS929

1.4.2 OCTAL and ESDF results

Congratulations to the following staff who were successful under the 2004 ESDF grant scheme:
• Learning to Learn...Laboratory Manual – Willy Susilo, Jo Abrantes
• Fundamental Mathematics: Opening the Gates – Mark Nelson

Congratulations to the Faculty recipient of the 2004 OCTAL Award, Holly Tootell.
1.4.3 Information Literacy Integration Policy
This Policy, discussed at the FEC meeting of 21 October 2004, was approved at the Academic Senate meeting of 9 March 2005.

1.4.4 Prize Eligibility Criteria
The prize eligibility criteria proposal, discussed at the FEC meeting of 21 October 2004, was approved without modification at the Academic Senate meeting of 10 November 2004.

*2. REPORT FROM THE CHAIR – VERBAL REPORT

The Chair noted briefly that FEC Chairs meet regularly every 4-6 weeks. At the last meeting, the outcomes generated by an FEC Chairs-initiated ESDF project were reviewed. The results will be shared with the FEC Committee when they become available.

3. REPORT FROM CEDIR/LEARNING DEVELOPMENT UNIT

*3.1 Verbal Report from CEDIR

Professor Sandra Wills attended and gave a presentation about the eTeaching Strategic Plan and the eTeaching Business Plan. Copies of both documents were tabled. Professor Wills summarised the elements of both plans and the consultation process taking place. She is seeking guidance and feedback from all FECs regarding the content and direction of both plans.

eTeaching Strategic Plan
The eTeaching Strategic Plan focuses on what is unique about eLearning and eTeaching at UOW. In summary, the main aims are that by 2010:

- Every UOW course includes a "global learning project".
- 80% of subjects are ‘blended’ (ie. Using eTeaching technology). In 2004, 40% of subjects were ‘blended’.
- Grow ‘multi-location’ subjects (ie. Different classes at different locations). In 2004, 20% of subjects were ‘multi-location’ subjects.
- Focus on quality: how we can use eTeaching technology better.

Professor Wills is particularly interested in feedback regarding these goals and if they are considered suitable and/or achievable in the context of the Faculty of Informatics; if the new terms and phrases used in the Plan (such as ‘multi-location’) are meaningful; and if there are any important matters not covered by the Plan.

eTeaching Business Plan
The eTeaching Business Plan includes information regarding the implementation of the new Learning Management System, WebCT Vista. The new system has been installed and is well supported. The next step is to migrate a selection of 30-50 subjects for trial in session 2, before the migration of all subjects for 2006.

CEDIR will soon send a request to the Faculty for a list of suitable subjects to include in the session 2 trial. The subjects used in the trial will also be ‘quality enhanced’ and will be showcased at the end of the year.
Professor Wills noted it was concluded during the extensive evaluation stage that the capacity of WebCT Vista is far superior to that of WebCT. As a result, it is expected that problems previously encountered with WebCT will not be a concern in the new system. Professor Wills noted there will be training courses over the next couple of months, and interested staff may like to contact Dr Ric Caladine for the opportunity to have a trial the system before it goes live.

It is hoped that the strategic plan will be approved by the end of the year, and the business plan is expected to be implemented soon.

**ACTION:** FEC members to provide feedback to Professor Wills regarding both the eTeaching Strategic Plan and eTeaching Business Plan.

Professor Wills also noted that a new Informatics FEC representative is required for the E-Learning and Teaching Innovations Subcommittee (ELTIS) of the University Education Committee (UEC).

**ACTION:** Chair to nominate new Informatics FEC representative for the UEC ELTIS Committee.

### 3.2 Verbal Report from Learning Development – Ms Bronwyn James

Ms Bronwyn James tabled a report on learning development interaction with the Faculty in Spring session 2004 and Autumn session 2005.

Ms James also outlined a proposal to set up an FEC working party to:
- review the current academic and information literacy integration arrangements,
- identify the most appropriate subjects in each degree for integration, and
- develop a staged plan for implementation and review of the integration process.

FEC agreed that the working party should include a representative from Learning Development, the Library, each School and for the BIST degree. The following FEC members and co-opted staff were nominated:

- A/Prof Peter Nickolas (SMAS)
- Ms Gene Awyzio (SITACS)
- Dr Christian Ritz (SECTE)
- Dr Annette Worthy (BIST)
- Ms Annette Meldrum (Library)
- Ms Bronwyn James (Learning Development)

**Resolved (FEC05/01)**

That FEC forms the Tertiary Literacies Integration Working Party, to include the following membership:

- A/Prof Peter Nickolas (SMAS)
- Ms Gene Awyzio (SITACS)
- Dr Christian Ritz (SECTE)
- Dr Annette Worthy (BIST)
- Ms Annette Meldrum (Library)
- Ms Bronwyn James (Learning Development)
4. REPORT FROM THE LIBRARY – ANNETTE MELDRUM

No report this meeting.

5. REPORT FROM STUDENT MEMBER – MARK FREEMAN

No report this meeting.

*6. REPORT FROM QUALITY 101 WORKING PARTY

Dr Anne Porter spoke to the written report tabled at the meeting. She noted that the working party had not met so far in 2005, but that the following had occurred already in 2005:

- Success of two out of three ESDF applications submitted in 2004 (one in SITACS and one in SMAS). This means that work commenced by the Working Party can be progressed via the ESDF teams.
- An ARC application for funding has been submitted.
- Have obtained ethics clearance for ESDF and working party work in 2005.

Some subject improvements were implemented in Autumn 2005, so it is hoped that the results will show improved pass rates in the subjects reviewed.

Dr Porter also outlined a proposal to set up a Teaching and Learning Research Group across the Faculty. The biggest challenge will be finding a generic domain. She intends to discuss the proposal with the Dean and Heads of Schools.

It was noted that both a new SITACS FEC representative and a SITACS SEC representative were required for the QUALITY 101 group. The Committee agreed to nominate Mr Peter Castle as the SITACS FEC representative.

ACTION: SITACS to nominate a SEC representative for the QUALITY 101 Working Party.

Resolved (FEC05/02)
That FEC nominates Mr Peter Castle as the SITACS FEC representative on the QUALITY 101 Working Party.

7. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

*7.1 Subject Proposal – Revision of ECTE953

Ms Bronwyn James noted that learning development integration takes place in ECTE955, not ECTE956, as noted in the Resource Impact Statement section of the paperwork. The Committee agreed that the paperwork should be revised accordingly.
Resolved (FEC05/03)
That FEC recommends the approval of the revisions to ECTE953 – Advanced Project, effective from 2005, pending minor changes to the paperwork, as noted in the minutes.

*7.2 Subject Proposal – Revision of ECTE957

Ms Bronwyn James noted that learning development integration, as raised in the subject proposal for both ECTE957 and ECTE953 (above), often needs to be better integrated. This requires the subject lecturer to work more collaboratively with the learning development lecturer to ensure the subject content is linked to the learning development content.

Resolved (FEC05/04)
That FEC recommends the approval of the revisions to ECTE957 – Advanced Internet Project, effective from 2005.

*7.3 The Institution of Electrical Engineers Prize – Revision of Prize Value

It was noted that, in addition to the change in prize value, the prize conditions have been updated to reflect requirements of the new university prize policy and template. The eligibility criteria have not changed.

Resolved (FEC05/05)
That FEC recommends that the value of The Institution of Electrical Engineers Prize be increased from $250 to $400, effective from 2005.

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

7.4 ITCS937 – Removal of Pre-requisite

Resolved (FEC05/06)
That FEC recommends approval of the pre-requisite revision to IACT937 – Security, Risk Management & Control in Electronic Commerce, effective from 2005.

7.5 BInfoTech (Software Engineering)

Resolved (FEC05/07)
That FEC recommends approval of the addition of a phrase in the Bachelor of Information and Communication Technology (Software Engineering) entry of the University Handbook to the effect that completion of ITCS436 – Detailed Design of Integrated Solutions for eBusiness is strongly recommended in Year 4, effective from 2006.

7.6 Addition of subjects to IACT Graduate Subject List

Resolved (FEC05/08)
That FEC recommends approval of the addition of IACT940 – Research Methodology and IACT950 – Research Report to the IACT Graduate Subject List, effective from 2006.
**7.7 Revision to BCompSc Course Requirements**

Dr Geoff Trott raised a concern regarding the 1/6 PC rule included in the BCompSc course requirements, noting that it appears to reinterpret a University rule that is already in existence. After some discussion, it was agreed that, as the current proposal before FEC is for a change to a different rule, the current proposal should be approved and the other matter deferred to UEC for clarification.

**ACTION:** Send memo to UEC asking for clarification and/or investigation regarding the application of the 1/6 PC Rule.

**Resolved (FEC05/09)**

That FEC recommends approval of the revision to the BCompSc course requirements, as outlined in the attachment to the agenda, noting the change is retrospective and that students who commenced prior to 2006 will be notified accordingly and will not be disadvantaged by the change.

**7.8 Minor Course Proposal – BCompSc**

**Resolved (FEC05/10)**

That FEC recommends:

(a) approval of the addition of a second major in Politics to the Bachelor of Computer Science degree, effective from 2005, and

(b) that SITACS provides written evidence of consultation with the Faculty of Arts prior to the proposal being forwarded to the Academic Senate Standing Committee for approval.

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**SCHOOL OF MATHEMATICS AND APPLIED STATISTICS**

**7.9 Pass Grades**

Due to time constraints, the Committee agreed to defer discussion of this item until the next FEC meeting.

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**8. ITEMS FOR DISCUSSION & FEEDBACK**

**8.1 Annual Audit of Subject Proposals for 2004 and 2005**

Due to time constraints, the Committee agreed to defer discussion of this item until the next FEC meeting.

**8.2 Learning and Teaching at UOW Initiatives for Managing Quality**

Due to time constraints, the Committee agreed to defer discussion of this item until the next FEC meeting.

**8.3 School Education Committees**

Due to time constraints, the Committee agreed to defer discussion of this item until the next FEC meeting.
8.4 Faculty Plan

Due to time constraints, the Committee agreed to defer discussion of this item until the next FEC meeting.

9. ITEMS FOR NOTING

There were no items for noting.

10. OTHER BUSINESS

There was no other business.

11. NEXT MEETING

19 May 2005
Faculty Meeting Room, 39.150A.

F Naghdy
Chair
11 May 2005