UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 2/06 held at 1.30pm on Thursday 23 March 2006 in the Faculty Meeting Room 39.150A.

PRESENT: A/Prof F Naghdy (Chair), Dr R Caladine, A/Prof R MacGregor, Ms A Meldrum, A/Prof P Nickolas, Prof P Ogunbona, Dr A Porter, Ms E Purser, Ms H Tootell, Mr P Vial, and Dr A Worthy.

IN ATTENDANCE: Ms A Panetta.

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

Apologies were received from Mr Robert Brown.

The Chair welcomed Ms Holly Tootell, who has replaced Mr Tim Coltman, and A/Prof Robert MacGregor, who has replaced Mr Peter Castle.

*1.2 Arrangement of Agenda

1.2.1 Items 1.1, 1.2, 1.3, 1.4, 2, 3, 6, 7, 8.1, and 8.3 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 Meeting of 16 February 2006

The Committee confirmed the minutes of Meeting 1/06 held on 16 February 2006.

*1.4 Business Arising from the Previous Minutes

Dr Anne Porter advised that under item 7.1 of the minutes, ECTE191 should read CSCI191, which is the computing subject for SECTE students, and that it was foreshadowed that 100 level ECTE subjects should be reviewed.

Dr Porter tabled a document outlining the business arising from the QUALITY101 report.

*2. REPORT FROM THE CHAIR – VERBAL REPORT

The Chair reported on the following issues:

- The new initiative in Multimedia, leading to the creation of a degree, involving collaboration between the Faculties of Informatics and Creative Arts, as well as TAFE. The degree activities are likely to be centred around the Innovation Campus.
• A Faculty response was forwarded to ARD in relation to the Subject Evaluation Surveys. Responses from SECTE and SMAS were included.

• A meeting was held on 16 March to discuss the potential funds available for teaching and learning. Those attending the meeting were asked to forward ideas for project proposals, which will be compiled and sent to the Faculty to call for interested co-collaborators.

• There are four ESDF proposals being submitted from the Faculty.

*3. REPORT FROM CEDIR / LEARNING DEVELOPMENT UNIT

Dr Richard Caladine reported that he has been commissioned by the Deputy Vice-Chancellor (Academic) to develop a campus wide strategy for videoconferencing.

Dr Caladine advised that he would be proposing three levels of installation:

• At the basic level this will consist of a webcam, headset and software on an academic’s PC.

• The middle level would suit medium sized teaching spaces and labs accommodating up to 30 people.

• The top level will be a multi-camera installation similar to that in 20.5. It is expected that there will be only two or three of these in common teaching area lecture theatres.

Dr Caladine requested that members advise him of the number of installations that are needed (at each level) within the Faculty. He also advised that videoconference can be used for off-shore teaching and collaborative research as well as teaching to the satellite campuses.

Ms Emily Purser tabled a report from the Learning Development Unit.

ACTION: Members to forward teleconference needs to Angelina Panetta.

4. REPORT FROM THE LIBRARY

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 Anne Porter tabled a written report on the progress of QUALITY101. Discussion focused on CSCI114 and CSCI191 and issues related to the differences in subject material and assessment regime. One of the major
The differences between the two subjects was that CSCI114 consists of four hours of lectures with only two hours of small class support whereas CSCI191 consists of two hours of lectures with three hours of small class support. The failure rates of the two subjects were 29% and 10%, respectively.

Dr Porter’s QUALITY101 report also encompassed the following:

- The submission of three ESDF project proposals;
- The appointment of Jo Abrantes and Willy Susilo as SITACS representatives.
- Discussion with Ms Montserrat Ros on the introduction of change evaluation into ECTE171.

6.2 Tertiary Literacies Integration Working Party

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

A/Prof Peter Nickolas reported that SMAS has collected information on its key subjects for the Tertiary Literacies Integration Working Party. This information has been collated and circulated to the members of the TLIWP.

Ms Annette Meldrum advised that feedback will be provided to the FEC at its next meeting.

6.3 Quality Review Framework

“Ensure compliance with University’s new Quality Review Framework.”

6.3.1 Course Review

The Chair advised that all Schools have now responded in regards to the course reviews taking place and that this item can now be removed from the agenda.

6.3.2 Subject Review

6.3.2.1 Revised Compliance Checklist for Teaching and Assessment

Members discussed the amendments to the Compliance Checklist proposed by SITACS.

A query was raised about where the checklists should be kept. The Chair advised that the checklists are to be kept on file in the Schools’ offices.

Discussion arose on whether the new checklist was required as the Schools have their own, which are working well. It was also noted that since Autumn session has commenced, these checklists are already in use. The Chair requested that the Schools forward their checklists to Ms Angelina Panetta and that the new checklist be reviewed for next session.

Questions were raised on the scope of the document and whether it addressed the needs of students of a non-English speaking background. It was agreed that a working party should be convened to review this.
The Chair asked that Ms Emily Purser draft a position paper outlining the issues and present it to the FEC.

**ACTION:**  
- Ms Emily Purser to prepare a position paper on addressing the needs of students from non-English speaking backgrounds.  
- Ms Emily Purser, Ms Holly Tootell, Ms Annette Meldrum and Dr Anne Porter to form a working group to address the above issue.  
- Schools to forward the checklists currently in use to Ms Angelina Panetta.

### 6.3.3 Review of BIST

The Chair advised that in accordance with the Course Review Guidelines, the Dean has initiated a review of the Bachelor of Internet Science and Technology, in consultation with the Deputy Vice-Chancellor (Academic).

The Committee was asked to nominate members for the review committee. The following people were nominated:

- Fiona Abercrombie (IT Manager, PLab Insurance), external expert in the industry;  
- Dr Geoff Trott;  
- A/Prof Peter Nickolas, FEC member;  
- A/Prof David Vance, Faculty of Creative Arts;  
- Mr Robert Brown, student nominee.

**ACTION:** Chair to forward nominations to the Dean and DVC(A).

### 6.4 Dean’s Scholars Program

“*Develop Dean’s Scholars Program across Faculty degrees.*”

This item was deferred to the next meeting.

### 6.5 Further Enhancements in the Quality of Teaching and Learning

“*Improve response rate in Subject Evaluation Surveys.*”  
“*Encourage and facilitate staff to apply for competitive grants in quality teaching and learning.*”

### *7. 2006 FACULTY PLAN – Learning and Teaching extract*

Members discussed the 2006 Faculty Plan – Learning and Teaching extract.

Minor amendments were suggested to page 7 of the plan:

- CSCI124 was listed in relation to QUALITY101. The subject is independent of the Working Party’s responsibility and should not be listed.  
- MATH131 should be listed as MATH141.
8. ITEMS FOR DISCUSSION AND FEEDBACK

*8.1 Ranking of FSA Applications

The Faculty Service Agreement applications were ranked as follows:

Holly Tootell – Modifying IACT201 to suit multiple delivery locations
Anne Porter – Technical support as we move into trials of the ACCESS room
Holly Tootell – Ethics component for IT
Mark Nelson – Videotaping of engineering students/lecturers
Anne Porter – QUAL101 Summertime maths project
Anne Porter – QUAL101 newsletters

The Committee felt that the FSA put forward by Dr Janusz Getta was more suited as an ESDF proposal. Dr Anne Porter advised she would be in contact with Dr Getta.

**ACTION:** Dr Anne Porter to contact Janusz Getta in relation to his FSA application.

8.2 Retention of Assessment Documents

There was no discussion under this item.

*8.3 Approaches to Plagiarism in the Schools

The Chair advised that input from all of the Schools has now been received.

The Chair suggested each School’s approach be collated into a standard process for the Faculty. It was noted that each School’s approach was different and that the University had already established a formal process.

A/Prof Peter Nickolas noted that the SMAS information was not included on the agenda and hence tabled the information at the meeting. It was agreed to defer this item to the next meeting, so that members could consider all of the responses.

**ACTION:** Defer item to next meeting and include SMAS response on agenda.

9. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS

There were no items from the Schools.

10. OTHER BUSINESS
11. NEXT MEETING

The next meeting is scheduled for Thursday 18 May.

A/Prof Fazel Naghdy
Chair