1. PRELIMINARY BUSINESS

   1.1 Apologies/Leave of Absence

   Apologies were received from: Dr R Caladine and Ms B James.

   The following members are currently on leave: Dr A Worthy.

   1.2 Arrangement of Agenda

   1.2.1 Items 5.10, 6 and 7 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 1 April 2004

   The Committee confirmed the minutes of Meeting 2/04 held on 1 April 2004.

1.4 Business Arising from the Previous Minutes

   1.4.1 Dean’s Scholar and Advanced Programs
   At the last meeting the School for Mathematics and Applied Statistics agreed to develop a model for a Faculty Dean’s Scholars program and report back to FEC.

   1.4.2 Compliance With New and Revised Assessment Policies
   The Chair and Faculty Officer have reviewed the action required and notified the Heads of Schools of the requirements and the timeline to ensure compliance is met. Progress reports were provided by Heads of Schools at item 6.

   1.4.3 Faculty Service Agreements
   Following the CEDIR presentation given by Sarah Lambert at the last meeting, the Faculty Executive Officer distributed application forms to Heads of Schools at 27 April Deans and Heads Meeting for distribution to School staff.
1.4.4 **Quality Review Framework**
A request was received from the UEC for comments to be forwarded on the Quality Review Framework documents. Owing to the short timeframe between the FEC meeting and the deadline set by UEC it was decided that the Faculty Officer would send Quality Review Framework documents to Heads of Schools and Admin Assistants for distribution to School staff members requesting a response by 6 April. A response was formulated by the Faculty Officer and communicated to UEC Secretary by 7 April deadline.

1.4.5 **Pass/Failure Rates**
At the last meeting a number of issues were raised for the sub-committee to consider. The sub-committee’s report is provided at item 7.

1.4.6 **Unscheduled Subject Clashes**
It was brought to the FEC’s attention at the last meeting that some Faculties are randomly re-scheduling mid-session tests in Maths-scheduled lecture time slots resulting in timetable clashes for some students. Any contact made with the staff responsible for this practice has been met with indifference. The problem has been raised with the Dean who has spoken to the Dean of Engineering requesting that the issue be rectified.

**2. REPORT FROM THE CHAIR – VERBAL REPORT**

2.1 **Faculty Service Agreements**
The Chair reported that four submissions for Faculty Service Agreements were received for assistance for Autumn Session, 2005. Applications were ranked by the Chair and the Faculty Officer and are to be submitted to CEDIR prior to the 14 May deadline. Development and production will take place during Spring Session 2004.

**ACTION:** Faculty Officer to deliver ranked applications to CEDIR by 14 May deadline.

2.2 **Student Representative**
Mark Freeman was welcomed by the Chair as the new student representative to FEC.

2.3 **New/Revised Honours Policy**
Honours Policies have been received from SITACS and SECTE. SMAS is still to provide its Honours Policy to FEC.

**ACTION:** Dr McPhail to follow up the submission of SMAS Honours Policy.

2.4 **AUQA**
The Chair reported that a self-review is to be completed this year in preparation for next year’s AUQA review. The following staff have been appointed as contacts for the self-review:

- A/Prof Fazel Naghdy: Learning and Teaching
- Dr Steve Gower: Research
- Mr Bill Damachis: Internationalisation
- Dr Geoff Trott: Community Engagement
- Prof Joe Chicharo: Community Engagement
- Ms Solveig Dewhurst: Administration
The self-review will be used to evaluate the depth of knowledge staff have about the University.

3. REPORT FROM THE LIBRARY – ANNETTE MELDRUM

No report for this meeting.

4. REPORT FROM STUDENT MEMBER

No report this meeting.

5. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

5.1 Revision of Graduate Diploma in Internet Technology subject list

Resolved (FEC04/12)

That FEC recommend the approval of the revised subject list for the Graduate Diploma in Internet Technology, effective from Autumn 2004.

5.2 Removal and addition of 200 and 300/400-level subjects for BIST degree

SECTE has revised subjects for its BIST degree and wishes to make the following changes:

a) The following subjects to be removed from the 300-level list of electives for the BIST – Internet Technology specialisation:
   DESN311, ECTE301 and ECTE363.

b) The following subjects to be added to the 300-level list of electives for the BIST – Internet Technology specialisation:
   COMM303, COMM 327, COMM351, IACT301, IACT304, IACT305, IACT417, IACT418, IACT419, IACT 424, MARK343 and MGMT370.

c) The following subject to be removed from the 300-level list of electives for the BIST – Internet Applications and Internet Commerce specialisations:
   DESN311.

d) The following subjects to be added to the 300-level list of electives for the BIST – Internet Applications and Internet Commerce Specialisations:
   BUSS311, CSCI361, IACT405, IACT424, IACT305, IACT430, MARK343 and MGMT370.

e) The following subject to be added to the 200-level list of electives for the BIST – Internet Applications and Internet Commerce Specialisations:
   ECON227.
f) The following subject to be added to the 200-level list of electives for all specialisations of the BIST degree.

ITCS201.

Resolved (FEC04/13)
That FEC recommend approval of the changes to the Internet Applications, Internet Commerce and Internet Technology specialisations of the BIST degree, effective from Autumn 2004.

5.3 Replacement of subject in Bachelor of Engineering – Mechatronics Degree
SECTE and the Engineering Faculty have come to an agreement to remove from the Bachelor of Engineering – Mechatronics degree, ECTE371 – Mechatronics Design and replace it with ECTE350 – Engineering Design and Management 3, effective from 2005.

Resolved (FEC04/14)
That FEC recommend approval of the changes to Bachelor of Engineering – Mechatronics degree, effective from 2005.

5.4 Changes to Bachelor of Engineering degrees
SECTE, with the agreement of all stakeholders, wishes to make modifications to Year 1 of the Bachelor of Engineering – Computer, Electrical, Mechatronics and Telecommunications Engineering degree courses and their associated double degree courses:
a) Remove ECTE150 – Engineering Design and Management 1 and replace with new subject ECTE171 – Introduction to Signals and Systems.
b) Remove ECTE101 – Electrical Engineering 1 and replace with ECTE172 – Introduction to Circuits and Devices.
c) Modify BinfoTech, BcompSci, BIST and any other degrees that currently include ECTE 101, ECTE150, ECTE195 and ECTE233.

It should be noted that the inclusion of ECTE171 – Introduction to Signals and Systems in the program of study for BE, Bcom will require an additional six credit points overall and a small modification to the course rules.

Resolved (FEC04/15)
That FEC recommend approval of the changes to Bachelor of Engineering – Computer, Electrical, Mechatronics and Telecommunications Engineering degrees and their associated double degree courses, effective from 2005.

5.5 Change to Course Rules – Bachelor of Engineering/Bachelor of Commerce
The inclusion of ECTE171 – Introduction to Signals and Systems in the program of study for BE, BCom will require an additional six credit points overall and a small modification to the course rules.

Resolved (FEC04/16)
That FEC recommend approval of the amendment to part (a) of the course rules for Bachelor of Engineering/Bachelor of Commerce degrees as follows:

(a) all subjects prescribed for the Bachelor of Engineering, (except ECTE250 Engineering Design and Management 2 and the Computer Option) and having a value of 180 credit points;

effective from 2005.
5.6 Modification to BIST degree
Subject changes to the Bachelor of Engineering degree has ramifications for some specialisations in the BIST degree. SECTE recommends that for the Internet Applications, Internet Commerce and Internet Science specialisations, for 2005, students have a choice of ECTE171 – Introduction to Signals and Systems or ECTE195 – Design and Management but, for the Internet Technology specialisation, ECTE171 – Introduction to Signals and Systems replaces ECTE195 – Design and Management from 2005.

Resolved (FEC04/17)
That FEC recommend approval of the changes to BIST – Internet Technology, Internet Applications, Internet Commerce and Internet Science specialisations to reflect the subject changes made to Bachelor of Engineering, effective from 2005.

5.7 Modification of Subject ECTE250 – Engineering Design and Management 2

Resolved (FEC04/18)
That FEC recommend approval of the modifications to ECTE250 – Engineering Design and Management 2, effective from 2005.

5.8 Modification of Subject ECTE350 – Engineering Design and Management 3

Resolved (FEC04/19)
That FEC recommend approval of the modifications to ECTE350 – Engineering Design and Management 3, effective from 2005.

5.9 Modification of Subject INFO202 – Project

Resolved (FEC04/20)
That FEC recommend approval of the modifications to INFO202 – Project, effective from 2005.

Note: The following item was tabled at the meeting by the Faculty Officer and has been added to the Schools’ items, all other items have been renumbered accordingly.

5.10 Deletion of ECTE381 from BE – Telecommunications Engineering degree
SECTE wishes to delete ECTE381 Internet Engineering 1 and replace it with a Telecommunications Option in the BE – Telecommunications Engineering and associated double degrees, from 2005.

Resolved (FEC04/21)
That FEC recommend approval of the following changes for the BE – Telecommunications Engineering and associated double degrees:
(a) deletion of ECTE381 – Internet Engineering 1; and
(b) replacing ECTE381 with a Telecommunications Option,

effective from 2005.

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

5.11 New Servicing Subjects for SECTE and the Bachelor of Engineering
SITACS will offer Bachelor of Engineering students CSCI191 – Engineering Programming 1 and CSCI192 – Engineering Programming 2 in place of CSCI114 and CSCI121.
During the meeting A/Prof Siviter and A/Prof Gray advised that it was decided at the SITACS SEC to alter the contact hours per week from 3 hours lectures, 3 hours laboratory to 3 hours lecture/tutorial, 2 hours laboratory to give more teaching flexibility.

The Chair advised that a change in hours did not have to go to FEC and that further discussion could take place at a future time.

FEC noted the alteration in contact hours for CSCI191 and CSCI192 and agreed to approve the changes made by the SITACS SEC.

**Resolved (FEC04/22)**

**That FEC recommend approval of the replacement of CSCI114 and CSCI121 with CSCI191 and CSCI192 for Bachelor of Engineering students, effective from 2005.**

### 5.12 Change Entry Requirements to IACT441 – Research Methodology

To accommodate students with a Spring entry offer, who have been granted the equivalent of two years advanced standing or credit exemption, the pre-requisite is to be amended to read:

Where students articulating (via credit or advance standing) to UoW have completed less than 2 full-time sessions (ie. 48 cp) at UoW, the entry requirement for IACT441 and thus BinfoTech (Hons), is:

- a GPA of prior qualification (weighted) plus, WAM for session completed at UoW.

**Current Pre-requisite:** WAM of 67.5 and approval from Head of School.

**Resolved (FEC04/23)**

**That FEC recommend approval of the changes to entry requirements for IACT441 – Research Methodology, effective from 2005.**

### 5.13 Change of Pre-requisite for CSCI446 Multimedia Studies

The BIST Coordinator has requested that BIST students be permitted to take CSCI446 – Multimedia Studies as an elective. The pre-requisite is to be amended to read:

- 24cp @300 level or CSCI213 and INFO202.

**Current Pre-requisite:** 24cp @ 300 level.

**Resolved (FEC04/23)**

**That FEC recommend approval of a pre-requisite change for CSCI446, effective from 2005.**
5.14 Addition of Subjects to Master of Information Technology Management
SITACS wishes to add the following subjects to the Master of Information Technology Management Group A list of subjects commencing from 2005:

IACT932 – Special Topics in Information and Communication Technology B
IACT905 – Information Technology and Innovation

Resolved (FEC04/25)
That FEC recommend approval of the addition of IACT932 and IACT905 to the Group A Subjects list for the Master of Information Technology Management degree, effective from 2005.

5.15 Master of Information and Communication Technology
SITACS wishes to reorganise the Graduate Subjects list and the Graduate Additional Subjects list and reword the concluding statement on the IACT Graduate Subjects List to remove ambiguity for the Master of Information and Communication Technology degree, commencing from 2005, as follows:

a) Remove ITCS923 – Wired Web from Graduate Additional Subjects List;
b) Remove ITCS932 – from IACT Graduate Subjects List (already listed in CSCI)
c) Transfer ITCS936, ITCS937, ITCS938, ITCS950 and ITCS951 from IACT Graduate Subjects List to Graduate Additional Subjects List.

Proposed concluding statement: Any subject at 900 level from BUSS, MATH, STAT, ECTE, TBS. Any other 900 level subject is to be approved by the Head of School.

Current concluding statement: Any subject at 900 level from BUSS, MATH, STAT, ECTE, TBS, or any other 900 level subject approved by the Head of School.

Resolved (FEC04/26)
That FEC recommend approval of the rewording of the concluding statement in the Graduate Additional Subjects List to remove ambiguity and the removal and reorganisation of subjects for the Master of Information and Communication Technology degree, effective from 2005.

5.16 Master of Electronic Commerce
SITACS wishes to make the following subject changes to the Master of Electronic Commerce degree:

a) Remove ITCS923 – The Wired World
b) Add ITCS940 – Multimedia Programming Foundation (Group A)

Resolved (FEC04/27)
That FEC recommend approval of the removal of ITCS923 and the addition of ITCS940 for the Master of Electronic Commerce degree, effective from 2005.
5.17 **Master of Health Informatics**
SITACS wishes to add the following subject to the Electives List for the Master of Health Informatics degree:

a) ITCS904 – Database Systems (CSCI235).

**Resolved (FEC04/28)**
That FEC recommend approval of the addition of ITCS904 to the Master of Health Informatics degree, effective from 2005.

5.18 **IACT304 – Change of Subject Name**
SITACS is proposing to change the subject name for IACT304 from *eBusiness Fundamentals* to *Principles of eBusiness*. There are two reasons for this change:

a) the title already exists in another faculty.
b) the proposed name is more "solid" and sounds better on a student’s resume etc.

**Resolved (FEC04/29)**
That FEC note the proposed change of subject name for IACT304 from *eBusiness Fundamentals* to *Principles of eBusiness*, effective from 2005.

5.19 **Changes to BIST Year 2 and 3 Elective List**
The proposed changes to Year 2 and 3 BIST elective lists was instigated by Annette Worthy (BIST Co-ordinator) and has been endorsed by SITACS. The following are her suggested changes to the BIST Electives for the Internet Applications and Internet Commerce Strands.

*Additions to Year 2 elective list:*
ECON227
ITCS201

*Additions to Year 3 elective list:*
IACT430, MARK343, CSCI361, BUSS311, MGMT370, IACT424, IACT405, IACT418, IACT419, IACT417, IACT424, COMM303, COMM327, COMM351, MARK343, MGMT370.

*Remove the following subject from Year 3 elective list: DESN311*

**Resolved (FEC04/30)**
That FEC recommend approval of the changes to Internet Applications and Internet Commerce specialisations of the BIST degree, effective from Autumn 2004.

**SCHOOL OF MATHEMATICS AND APPLIED STATISTICS**
No items for this meeting.

*6. **REVISED CODE OF PRACTICE – TEACHING AND ASSESSMENT**
Schools were asked to report back to the meeting their progress in complying with the requirements of sections 2.2, 2.3, 2.4, 2.6 and 2.7 of the Revised Code of Practice – Teaching and Assessment.*
Prior to the meeting each of the Schools provided documentation detailing progress in meeting compliance with the Code of Practice – Teaching and Assessment:

**SITACS** – have completed a first review of: subject outlines; learning outcomes; assessment methods; submission and return of written assessment tasks.

**SMAS** – have completed review of: subject outlines; learning outcomes and assessment methods. Discussion regarding submission and return of written assessment took place at the School’s SEC on 6 May but agreement has not been reached on the procedures to be adopted.

**SECTE** – subject outlines and learning outcomes need to be amended to meet compliance requirements. Details of compliance in the areas of assessment methods, submission and return of written assessment tasks are still to be submitted to FEC.

**ACTION:**
- **SITACS** to amend subject outlines to comply with the Code of Practice – Teaching and Assessment prior to commencement of Session Two, 2004.
- **SECTE** to devise written procedures for assessment methods, submission and return of written assessment tasks and advise compliance with the Code of Practice – Teaching and Assessment to FEC prior to commencement of Session Two, 2004.
- **SMAS** to devise written procedures for submission and return of written assessment tasks and advise compliance with the Code of Practice – Teaching and Assessment to FEC prior to commencement of Session Two, 2004.

**7. PASS/Failure Rates**

Dr Anne Porter tabled a report on the sub-committee’s progress. SMAS SEC has requested that she organise a subject review for STAT131 with the idea of developing a template for future subject reviews. As part of the process of developing a review template and a follow-up mechanism which can be used for meeting Schools’ requirements of reviewing all subjects over a 3-5 year period, Dr Porter has suggested that each School nominate one subject for this purpose.

The sub-committee presented the following recommendations to FEC:
- That the Dean request the Heads of SECTE and SITACS identify one subject each to take part in a subject review based on this session, noting that STAT131 has been selected by SMAS.
- That the sub-committee be expanded to include someone from CEDIR as they are involved in evaluation and development of surveys for teaching evaluation.

The sub-committee notes that while its primary function is to address the pass/fail rates, the processes used are linked to the practices to be established for reviewing subjects.

Dr Porter advised FEC that SMAS has produced a CD-ROM to be used to train new staff on how teaching should be conducted.

The Chair suggested a request be made to the Dean for resources and support as addressing pass/failure rates are part of the strategic plan.

**ACTION:**
- Sub-committee to seek resources and support from the Dean.
- Sub-committee membership to be expanded to include a representative from CEDIR.
8. OTHER BUSINESS

8.1 Prizes
Dr Trott is a member of the sub-committee who looks at Medal winners and now incorporates prizes, in particular the phraseology of prize documentation. SITACS are currently discussing whether criteria should be loosened to allow students from other degrees but undertaking a defined subject, to be considered. Clarification is needed on whether certain prizes are subject prizes or degree prizes and whether off-shore students should be considered for prizes.

F Naghdy
Chair
13 May 2004