UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 3/05 held at 1.30pm on Thursday 19 May 2005 in the Faculty Meeting Room, Building 39, room 150A.

PRESENT: A/Prof F Naghdy (Chair), Prof S Bouzerdoum, Mr B Brown, Dr R Caladine, Mr P Castle, Mr T Coltman, Ms L McDonald, A/Prof P Nickolas, Prof P Ogunbona, Dr A Porter, Dr C Ritz, Dr G Trott and Dr A Worthy.

IN ATTENDANCE: Ms K Sheridan.

1. PRELIMINARY BUSINESS
*1.1 Apologies/Leave of Absence
Apologies were received from: Ms B James and Dr J Lukasiak.
The following staff member is on leave of absence: Ms A Meldrum.

*1.2 Arrangement of Agenda
1.2.1 Items 1.1, 1.2, 1.3, 2, 3.1, 5, 6.1, 7.1, 7.4, 7.5, 8.1, 8.2 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 7 April 2005
The Committee confirmed the minutes of Meeting 2/05 held on 7 April 2005.

1.4 Business Arising from the Previous Minutes
1.4.1 BInfoTech (Software Engineering)
This FEC-approved revision was not forwarded to Faculty Executive Committee for approval as the School intends to make further changes to the Software Engineering major. Instead, the revision will be incorporated with other pending changes as part of a minor course proposal, which will be presented to the next FEC meeting.

1.4.2 Learning and Teaching at UOW Initiatives for Managing Quality
Due to time constraints, this item was not discussed at the last FEC meeting. The item was listed primarily to communicate the information presented at the Learning and Teaching launch on 23 March 2005. As the material provided at the launch was attached to the agenda for the last meeting (ie. Copy of Quality Review Framework and Good Practice Assessment Guidelines), no further discussion is required at this time.

Members are encouraged to familiarise themselves with the new Learning and Teaching website at:

www.uow.edu.au/about/teaching/index.html
2. REPORT FROM THE CHAIR – VERBAL REPORT

2.1 Teaching & Learning Scholars Network

Information regarding the Teaching & Learning Scholars network was forwarded via email prior to the meeting. Nominations for Spring session 2005 close Friday 3 June and interested parties are encouraged to approach their Head of School to discuss. The amount of $10,000 is expected to buy the recipient out of (some) teaching for one session.

2.2 UEC e-Learning and Teaching Innovations Subcommittee

This UEC subcommittee has now split into two subcommittees:

- e-Learning Teaching Facilities Subcommittee (ELTS) – advises UEC on matters pertaining to technological teaching innovations, particularly on developments in online teaching.
- Excellence Diversity & Innovation in Teaching Subcommittee (EDITS) – operates University’s teaching and learning awards and is responsible for the development and sharing of good practice in teaching.

2.3 WebCT Vista Trial

The trial implementation scheduled for Spring session 2005 has been postponed to Summer 2005/6.

3. REPORT FROM CEDIR/LEARNING DEVELOPMENT UNIT

*3.1 Verbal Report from CEDIR

Dr Ric Caladine provided the following update on the implementation of the new Learning Management System (LMS):

- The trial migration from WebCT to WebCT Vista will now be implemented for 2005/06 Summer session subjects, rather than for 2005 Spring session subjects.
- As a result, the Faculty is asked to consider migrating Summer session subjects – and perhaps some offshore subjects offered at the same time – to the new LMS. It was noted that only Mathematics subjects are offered onshore in Summer session.
- All subjects will be migrated to WebCT Vista for Autumn session 2006. CEDIR will ‘technically assure’ each subject migrated, to ensure the content ‘look and feel’ is similar to the current format.
- CEDIR will also offer quality enhancement for a selection of subjects migrated in Autumn session 2006. The Faculty is asked to nominate a handful of subjects for quality enhancement. Examples of quality enhancements are available via email.
- CEDIR will offer training for WebCT Vista from the end of August 2005. It is highly recommended that staff attend a training session. In addition, ‘play pens’ are also available for interested staff, which can be set up by Dr Caladine.
Action:
- SMAS to contact Dr Caladine regarding the possible migration to or use of WebCT Vista for 2005/06 Summer session subjects.
- Faculty or relevant Schools to consider possible migration to WebCT Vista for any offshore subjects offered during the Summer session period, or similar.
- Dr Caladine to send examples of quality enhancements available to FEC members via email.
- Faculty to nominate a number of Autumn session 2006 subjects to receive quality enhancement by CEDIR.

4. REPORT FROM THE LIBRARY – LYNN MCDONALD

There was no report for this meeting.

5. REPORT FROM STUDENT MEMBER – BOB BROWN

Mr Bob Brown introduced himself as the newly-elected student member and was welcomed by the Chair and Committee.

6. REPORTS FROM FEC WORKING PARTIES

*6.1 QUALITY 101 WORKING PARTY

Dr Anne Porter tabled a progress report and gave a verbal report, making the following points:

- A SITACS SEC representative is still required for the expanded membership of the working party.
- The working party will try to work with two subjects per year, which will include stages of evaluation, producing a report to attract support, working with lecturers, implementation, further evaluation and analysis of pass rates. This will probably take approximately 12 months, or 6 months for subjects offered in both Autumn and Spring sessions.
- The working party is looking for ‘new’ subjects to commence the process in Spring session. Suggestions include CSCI103, CSCI124 or CSCI204.

6.2 TERTIARY LITERACIES INTEGRATION WORKING PARTY

The Working Party met for the first time on 10 May 2005. A written report was attached to the agenda, including the following outcomes to be followed up prior to the next meeting on 14 June 2005:

1. Faculty staff members of group to work on the following:

- Identify & document where integration of academic/information literacies takes place now - whether it is formally or informally - and methods.
• Consider what literacies are appropriate to the discipline - i.e. what generic skills do the students need to know in addition to the discipline-specific content.

2. Library staff members of group to detail where information literacies are currently integrated.

3. Learning Development to further detail academic literacy integration.

7. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

*7.1 Major Course Revision – Bachelor of Engineering

Professor Bouzerdoum noted that the paperwork contained the following minor error:

ECTE233 is listed throughout the document as ‘Digital Hardware 1’ instead of ‘Digital Hardware 2’.

The Committee noted the error, requesting that a find and replace be conducted prior to submitting the paperwork to Faculty Executive Committee.

Resolved (FEC05/11)
That FEC recommends that Faculty:
(a) approve the proposal for a major amendment to the Bachelor of Engineering (Computer, Electrical or Telecommunications Engineering) degree, and associated double degrees, to be introduced in Autumn 2006, and
(b) forward the proposal to Academic Senate Standing Committee for approval, with a request that the Pro Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

There were no SITACS items for this meeting.

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS

7.2 Revision of co-requisite – MATH111

Resolved (FEC05/12)
That FEC recommends approval of the following revised co-requisite for MATH111 – Applied Mathematical Modelling 1, effective from Spring session 2005:

“MATH188 or MATH142 or MATH162”
7.3 Subject Revisions – MATH317, MATH941, STAT304 and STAT923

Resolved (FEC05/13)
That FEC recommends approval of the revisions to the following subjects, as outlined in the attachment to the agenda:
(a) MATH317/ MATH941 – Financial Calculus and Logistics
(b) STAT304/ STAT923 – Operations Research and Applied Probability

FEC notes these changes will be effective from Autumn session 2006.

*7.4 New Subject – INFO301

A/Prof Peter Nickolas noted that the rationale in the subject proposal incorrectly states that the new subject will also be available as an elective in the Bachelor of Science Education (BScEd) degree. The Faculty of Education has advised that there is no room for a 300-level elective in the BScEd.

The Committee noted the error, requesting that this incorrect information be removed from the subject proposal prior to submitting the paperwork to Faculty Executive Committee.

Resolved (FEC05/14)
That FEC:
(a) recommends approval of the new subject, INFO301- Secure and Reliable Digital Communication, to be introduced in 2006, and
(b) requests that the Faculty of Education submits a course revision proposal for the Bachelor of Mathematics Education degree.

*7.5 Pass Grades

The proposal attached to the agenda discussed the usage of grades and marks, and recommended that only marks, and not grades, be published to students. This was accompanied by an additional document, which briefly summarised the usage of grades and marks at competitor universities.

The Committee discussed the proposal, noting the following:

- Most universities publish both marks and grades to students during their enrolment and on their academic transcript. However, UOW only provides grades (with an indication of band of marks) on final academic transcripts.

- With the current system, students push hard to have a mark changed from 64 to 65 etc to be in the next grade bracket. Using just one system would eliminate this.

- Some staff refuse to grant 64, 74 etc to avoid the pressure placed on them by students to change marks.

- Employers are familiar with grades, which provide a quick snapshot of a graduate’s academic ability.

There was support for and against the proposal.
The Committee noted that the usage of grades and marks is a matter of University – rather than Faculty – significance, which requires a detailed survey of staff, students and potential employers before any changes are made. Therefore, it was agreed to forward the proposal and FEC comments to the University Education Committee for discussion.

**ACTION:** discussion paper and FEC comments to be forwarded to University Education Committee for consideration.

*8. ITEMS FOR DISCUSSION & FEEDBACK*

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

The Audit Sub-Committee of the UEC conducts an annual audit of new subject proposals each year. The attached memorandum provides general and faculty-specific feedback on subject proposals audited in 2004 and 2005.

Members considered the UOW Audit Sub-Committee report, noting the following:

- SEC and FEC members should make themselves aware of the audit comments to ensure that similar mistakes are not repeated in the future.

- In regard to the teaching and assessment of PG students with UG students:
  - Clear guidelines would be very useful in this Faculty.
  - Many strategies are employed by subject co-ordinators, but there is no space to indicate this on the subject proposal form.
  - Strategies employed are: extra assessment/reading work; harder marking scheme for PG students; clear distinction between exam papers.
  - It was noted that extra assessment simply gives students more practice rather than ensuring deeper learning.
  - It was noted that 900/400 level subjects typically contain students of the same level (eg. PG and Honours students).

**ACTION:** Send copy of Audit Report to Schools for information.

**8.2 Informatics FEC 2005-2007 Objectives**

The Committee reviewed the draft FEC Objectives to be included in the Faculty Plan, noting some minor changes to wording. In addition, the Committee discussed the Dean's Scholars Program objective, noting:

- Due to strong interest in the Advanced Mathematics program, the School of Mathematics and Applied Statistics does not wish to move forward with a Dean's Scholars Program.

- The Faculty of Engineering is having success with their program – we should use their program as a model.

- The Faculty needs to provide something to attract high-achieving students.

- The Maths model mooted in 2004 is not applicable to degrees in the other schools, but each School may have their own approach with specific privileges and packaging.
Members were asked to forward any further comments on the objectives to the Faculty Officer.

**Resolved (FEC05/15)**

That FEC endorses the FEC 2005 – 2007 Objectives, with revisions noted at the meeting.

### 8.3 Review of Group Work Discussion Paper & Survey

A copy of the discussion paper and the survey were forwarded to members via email prior to the meeting. The Committee discussed the discussion paper and completed the survey, noting in particular:

- students often need to be coerced into group work. In particular, problems arise where students disagree about the amount of input each group member has provided to the assessment task.

- A reasonable compromise is to team assessment of group work with partial individual assessment.

**ACTION:** Survey to be returned to Jenny Reiners in ARD by Wednesday 25 May 2005.

### 9. ITEMS FOR NOTING

#### 9.1 Revision of Undergraduate LLB Program

The Faculty of Law recently requested feedback on proposed revisions to their undergraduate Bachelor of Law (LLB) program. In summary, the proposal involves an increase in credit point load and change in structure for all current double degree offerings, plus the introduction of a new 4 year LLB program for school leavers (currently school leavers must enrol in a double degree to undertake law). The proposal directly affects LLB double degrees with Computer Science, Information & Communication Technology and Mathematics.

The Faculty provided a response to the proposal, resulting in the Faculty of Law revising the proposed structure of its double degrees. The Faculty has provided further feedback on the revisions. In the meantime, the revised program has been submitted to Academic Senate Standing Committee for approval. A copy of both the proposal and Faculty feedback were attached to the agenda for information.

### 10. OTHER BUSINESS

There was no other business.

### 11. NEXT MEETING

30 June 2005

Faculty Meeting Room, 39.150A.

F Naghdy  
Chair  
2 June 2005