1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

Apologies were received from: Mr E Ha, Dr A Porter and Dr A Worthy.

The following members are currently on leave: Ms B James.

*1.2 Arrangement of Agenda

1.2.1 Items 1.1, 1.2, 1.3, 2, 7, 8, 9, 10, 11 and 12 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 24 July 2003

The Committee confirmed the minutes of Meeting 3/03 held on 24 July 2003.

1.4 Business Arising from the Previous Minutes

1.4.1 Master of Computer Studies

The changes to the Master of Computer Studies have been forwarded to the PVC(A) for fast-tracking approval. Notification of approval has not yet been received.

Members agreed to consider Item 11 out of agenda order.

*11. ISSUE PAPER – DEAN’S SCHOLARS AND ADVANCED DEGREES

The Committee discussed the paper, noting that the proposal is likely to affect the Faculty’s current Bachelor of Mathematics Advanced degree. The Committee agreed that issues such as who the target market is, benefits, drawbacks, demand on resources, proliferation of degree names and flexibility of a proposed generic model need to be considered when providing feedback.

The Committee agreed to form a working party to discuss the Issue Paper. The following representatives from each school agreed to take part:


- Dr Caz McPhail
- Dr Ian Piper
- Dr Jason Lukasiak

Dr Geoff Trott, as sub-dean, will chair the working party and a rep from IACT will be co-opted. The working party is asked to report back to FEC members before feedback is provided to the University.

*2. REPORT FROM THE CHAIR – VERBAL REPORT

2.1 Course Approval Progress

2.1.1 Major Amendments and New Degrees
At the Academic Senate meeting of 3 September, the following course proposals were accepted:

- Major changes to the Bachelor of Computer Science and associated minor changes to several other degrees.
- Restructure of the Bachelor of Information and Communication Technology.
- Bachelor of Mathematics Advanced (Honours).

The first three proposals will now go to ECACs for consideration.

2.1.2 Minor Amendments
The minor amendments to the E-Commerce double major in the BCompSc and BInfoTech and to the Master of ECommerce have been approved by the Vice-Chancellor.

2.1.3 Digital Systems Security Major
The addition of the Digital Systems Security Major to the BCompSc will be listed on the next Academic Senate Standing Committee agenda (17 September).

2.2 Code of Practice - Honours
The new Code of Practice – Honours was approved by Academic Senate on 23 July and will be effective from Autumn session 2004. The FEC Chair will send a memo to Schools to highlight the main implications of the changes and to request implementation.

2.3 Faculty Service Agreement for Autumn 2004
All three submissions under the Faculty Service Agreement with CEDIR for Autumn 2004 have been successful. They are:

- Holly Tootell (IACT201 and ITCS908)
- Anne Porter (STAT252 and STAT151)
- Tim Coltman (IACT451)
2.4 Report from UEC

The Chair noted that a proposal for sample mandatory checking of Honours theses in 2003 was not agreed to due to the short notice, concern regarding legal responsibilities and impact on students. However, it was agreed that Honours supervisors should be encouraged to use the software as an educational tool in 2003. FEC noted that SITACS has used the program for two years to check written submissions. Schools are recommended to encourage such a use of the program and contact A/Prof Greg Hampton for further details.

The Chair noted that the Online Learning Policy and Practice document was approved.

3. REPORT FROM CEDIR/LEARNING DEVELOPMENT UNIT

No reports received.

4. REPORT FROM THE LIBRARY – ANNETTE MELDRUM

4.1 Reading List Statement

In response to the suggestion at the last FEC that this should be made University wide policy to ensure its widespread adoption, Lynne Wright will approach the University Education Committee.

4.2 Library Resources at Dubai

In answer to the query re access to Endnote at the Dubai Campus, it was discovered that Dubai was not covered under our license agreement. However an order has been placed for the Dubai license and this should be available soon.

5. REPORT FROM STUDENT MEMBER

No report received.

6. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

6.1 Pre-requisite for ECTE953

Resolved (FEC03/23)
That FEC recommend that the pre-requisite for ECTE 953 – Report be amended to read from 2004:

A WAM of 72.5% for the full-time first session load (i.e. four six credit point subjects, including ECTE955 - Advanced Laboratory).
6.2 Progression to ME-Res or PhD

Resolved (FEC03/24)
That FEC recommend that, from 2004:
(i) requirements for articulation from the MEngStud to a SECTE ME-Res or PhD degree be changed to ‘a WAM of 67.5% or higher and satisfactory completion of ECTE953’; and
(ii) requirements for articulation from the MIT to a SECTE ME-Res or PhD degree be changed to ‘a WAM of 72.5% or higher and satisfactory completion of ECTE957’.

6.3 Deletion of Options in BE Degrees

Resolved (FEC03/25)
That FEC recommend that ECTE282, ECTE283 and ECTE392 are no longer listed as options available in the BE degrees in Computer, Electrical and Telecommunications Engineering.

6.4 Renaming of NDC Prize

Resolved (FEC03/26)
That FEC recommend approval of:
(i) the renaming of the NDC Prize as the Telstra Wholesale Prize, and
(ii) the consequent changes in wording to the prize conditions.

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

6.5 Deletion of ITCS437

Resolved (FEC03/27)
That FEC:
(i) recommend that the subject ITCS437 – Security, Risk Management and Control in E-Commerce be deleted from 2004; and
(ii) note that the 900-level equivalent subject, ITCS937, will continue to be offered.

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS

6.6 Addition of Rule to BMath(Adv)

Resolved (FEC03/28)
That FEC recommend the addition of the following rule to the BMath(Adv) degree, effective from 2004:

Continuation in the Bachelor of Mathematics (Advanced) (code 762A) will normally be dependent upon achieving an average of at least 75% each year. Students who do not meet the required average will be transferred to the Bachelor of Mathematics degree (code 762).
Members agreed to consider Item 8 out of agenda order.

**8. REPORT FROM FEC WORKING PARTY ON PASS/FAILURE RATES**

Some members noted they had difficulty interpreting the figures provided. Dr Geoff Trott, who extracted the data from COGNOS, noted that he did experience some problems with the reporting interface. It was explained that the documents provide an example of the kind of data that can be accessed at this stage. In this document, failures or HDs greater than 10% have been highlighted.

Dr Trott noted that the data does not include everything required to complete a successful analysis at this stage, however, requests can be made for additional data to be accessible via COGNOS. Most importantly, we need to be able to extract results via course so that a comparison across degrees can be made. It was suggested that, in addition to the list in the attachment to the agenda, the working party will also need to consider School and/or postcodes and possibly Early Entry.

**7. WOLLONGONG UNIVERSITY COLLEGE – DIPLOMA IN INFORMATION TECHNOLOGY**

Mark Sandilands and Paul O’Halloran from WUC attended to answer any questions about the proposal. It was noted that the proposal was being forwarded through the University systems to ensure appropriate accreditation of the WUC Diplomas. The Diploma mirrors the first year offerings in the Faculty, but provides students with smaller classes and additional hours.

The Committee noted the following issues need to be addressed prior to submission to the Faculty Executive Committee meeting:

- There is some inconsistency in the wording used to describe content and objectives across all subject proposals.
- The objectives for DIPT001, DIPT190 and DIPT191 need to be revised to reflect demonstrable outcomes.
- Articulation arrangements needs to be clearly outlined and evidence of approval of this articulation agreement must be provided.
- There was some confusion as to the allowable advanced standing for CISCO subjects. It was requested that the advanced standing available be verified.
- It was raised that $200 is a very low fee for checking exam scripts. It was suggested that the fee should be checked, and regardless of fee, the document should simply state “an agreed fee”.

The Committee agreed to approve the proposals, subject to the above issues being addressed to the satisfaction of the FEC Chair.
Resolved (FEC03/29)
1. That FEC note that the following issues need to be addressed by WUC:
   (a) The objectives for DIPT001, DIPT190 and DIPT191 must be improved to reflect demonstrable outcomes.
   (b) The wording used to describe content and objectives should be consistent across all subject proposals.
   (c) Articulation from the Diploma to the Faculties degrees should be clearly outlined, and evidence of approval of this articulation agreement must be provided.
   (d) The fee for checking exam scripts should be verified.
   (e) The advanced standing provided for completion of CISCO subjects should be verified.

2. That FEC recommend that the WUC proposals for the Diploma in Information Technology and Diploma in Information Technology – Industry Based (CISCO Systems CCNA™) be forwarded to Academic Senate Standing Committee for approval, subject to the above issues being addressed to the satisfaction of the FEC Chair.

Members agreed to consider Item 12 out of agenda order, to ensure approval prior to loss of quorum.

12. OTHER BUSINESS

12.1 Replacement of ECTE364 in BE (Internet Engineering) Degree

Resolved (FEC03/30)
That, subject to approval by the SECTE School Committee, FEC recommends ECTE364 – Telecommunications Networks 1 be replaced by CSCI213 – Java Programming and the Internet in the Bachelor of Engineering (Internet Engineering) degree, effective from 2004.

The Chair noted that a quorum was no longer present. Members agreed to consider the remaining items informally as feedback is due to ARD prior to the next FEC meeting.

*9. REVIEW OF ASSESSMENT PRACTICES AND PROCESSES (RAPP) – FACULTY CONSULTATION PACKAGE 3

Members discussed the Teaching and Assessment Policy and Revised Code of Practice, noting the following:
- under 5.1.7 of the Draft Revised Code, existing assessment in group project subjects (such as CSCI321) will need to be specifically justified and approved by FEC in accordance with the procedure outlined in 5.1.1.
- 5.4.5 of the Draft Revised Code, regarding negotiating alternative arrangements for students to sit in-session tests, needs to be stronger. The current sentence in this section states:
  "Alternative arrangements must be negotiated with students who are unable to attend in-session tests, whether these are held inside or outside scheduled teaching times".
It was noted that the phrasing "who are unable to attend" is too weak - suggesting that students can negotiate another time simply because the proposed timing does not suit them. This phrase needs to be clearly linked to normal special consideration requirements.

- It was requested that the proposed Best Practice document indicate that in-session test must NOT clash with normal classes in other subjects. Times for in-session tests should be chosen carefully (i.e., on Saturdays or in normal scheduled times) so students are not forced to miss other, regularly scheduled classes.
- Where the requirements in 5.4.6 of the Draft Revised Code must be adhered to when scheduling in-session tests, Administration should undertake to formally timetable such in-session tests to ensure that no clashes occur, and rooms are available etc.

In discussion of the revised FEC Terms of Reference, members indicated full support of the introduction of School Education Committees and noted that a School Education Committee already exists in SECTE, and SITACS is already moving towards the implementation of a School Education Committee.

Members also noted that, especially in such a large Faculty, there is too much distance between the Faculty Education Committee and individuals delivering subject material for the FEC to effectively ensure implementation of teaching and learning policies etc and delivery of subjects as approved by FEC. The FEC can currently only provide procedural assurance rather than quality assurance. It is hoped that the introduction of School Education Committees can overcome this problem, whereby quality assurance of teaching and learning can be devolved to School Education Committees (with overall responsibility remaining with FEC) and the FEC can concentrate on overall performance and strategies.

*10. ISSUE PAPER – POSTGRADUATE COURSEWORK MINIMUM RATE OF PROGRESS RULES

Members agreed with the reintroduction of PG coursework MRP rules, noting that, due to the large number of PG coursework students, effective monitoring and management of students' progress is very relevant for the Faculty.

Members noted that Faculties should determine who is responsible for instigating the discussion with a student and monitoring students' progress. To this end, it was suggested that the last sentence in the proposed 8.8(4) read:

"Where a student fails 50% or more of subjects attempted in any academic session, the student will be required to discuss the situation with a member of academic staff, as specified by the Faculty."

F Naghdy
Chair
20 October 2003