UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 5/05 held at 1.30pm on Thursday 25 August 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 B James, Ms A Meldrum, A/Prof P Nickolas, Dr A Porter, Dr G Trott, Mr P Vial and Dr A Worthy.

IN ATTENDANCE: Ms K Sheridan, Mr C Littler and Ms L Kriflik (Library)

1. PRELIMINARY BUSINESS

*1.1 Apologies/Leave of Absence

There were no apologies received.

*1.2 Arrangement of Agenda

1.2.1 Items, 1.1, 1.2, 1.3, 2, 3, 4, 6.1, 6.2, 6.3, 7.3, 8.1, 8.2, 8.3, 8.4 and 8.5 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 30 June 2005

The Committee confirmed the minutes of Meeting 4/05 held on 30 June 2005.

1.4 Business Arising from the Previous Minutes

1.4.1 International Bachelor of Science (Honours)
The International Bachelor of Science (Honours) proposal was received by Academic Senate on 27 July 2005, with a request for completion of an ECAC prior to final approval by the Vice-Chancellor.

1.4.2 Other Course Revisions
The course proposals for the Bachelor of Information and Communication Technology, Bachelor of Computer Science, Bachelor of Mathematics & Finance and Master of Computer Studies were forwarded to the Academic Senate Standing Committee for consideration at the 24 August meeting.

*2. REPORT FROM THE CHAIR – VERBAL REPORT

The Chair noted that:

- The AUQA report is now expected by end of August.
- UOW is reviewing plagiarism procedures in response to recent events at the University of Newcastle.
*3. REPORT FROM CEDIR/LEARNING DEVELOPMENT UNIT

Ric Caladine reported that:

- Information sessions regarding WebCT Vista have been held in each School, and they were well attended compared to other faculties.
- Has been requested to hold a follow up workshop in SITACS focusing on offshore use. This workshop can be held for other Schools too, if interested.
- The CEDIR Faculty Service Agreement (FSA) process will be different over the next 18 months, with a focus on strategic projects nominated by the Faculty rather than the general call for projects. CEDIR have met with the Dean and Heads of Schools and a list of projects has been approved.

*4. REPORT FROM THE LIBRARY – OFFSHORE ILIP AND LIBRARY SERVICES

Craig Littler, Remote Services Manager, and Lynda Kriflik, University ILIP Coordinator, outlined the results of recent reviews of library services for offshore teaching:

- The Library has recommended that a statement regarding library services be included in future offshore contracts to the effect that partner institutions are responsible for the local service and UOW will provide supplementary electronic services.
- An Offshore Course Library Services Checklist has been produced. It is a guide on library issues to consider when offering courses offshore and is designed to complement the formal UOW course approval forms.
- A CDRom has been produced and distributed to all offshore students to address the finding that offshore students are unfamiliar with the online learning environment and are often unaware of the resources available to them. The CDRom includes information about email, SOLS and other electronic resources. A copy was provided to interested members.
- ILIP has been reviewed for both onshore and offshore applications, and a trial of the new program will commence within the next few weeks. It is more generic, making it relevant for all onshore and offshore locations, but more challenging. It now includes introductory modules on databases, finding information, evaluating information and plagiarism. The Statistical Literacy modules are also being revised.

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 and spoke to a report which summarises the progress on the various subjects currently being evaluated by the working party. It was noted that the Summertime Math project will receive Faculty Service Agreement Funding as it is listed as a priority on the Faculty list (discussed at Item 3).

*6.2 Tertiary Literacies Integration Working Party

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

Ms Bronwyn James tabled a summary of the mapped tertiary literacies and reported that:

- The working party has met 3 times, and has almost finished mapping the academic and information literacies currently embedded or integrated into subjects.
- The next step is for School Education Committees to review the mapping, ensure the document is accurate and look at where there are gaps.

**ACTION:** School Education Committees to verify the accuracy of the mapped academic and information literacies and identify gaps.

*6.3 Quality Review Framework

The Chair led discussion, noting that FEC is responsible for overseeing the development and implementation of a 5-year plan for subject and course reviews, within the constraints of the Quality Review Framework. He noted that course reviews are already taking place within the Faculty and Schools, and we simply need to document and formalise these reviews for the purpose of compliance with the course and subject review guidelines.

The Committee agreed that a five-year schedule of course and subject reviews needs to be developed and documented, with initial assistance from School Education Committees.

The Committee discussed the subject review requirements, noting:

- Subjects should be reviewed as part of degree reviews, but there will also be other triggers for a subject review, including pass/failure rates, relevance to degree etc.
- It is unclear if a schedule should also be set up for subject reviews or if they should be reviewed as the need arises.
- The process of reviewing all subjects within a five year timeframe is very burdensome, particularly considering the requirement that it be reviewed by a staff member who has not taught that subject for two years or more.
• It was suggested that the Faculty could focus on reviewing core subjects within the five year timeframe, rather than all subjects.

The Committee agreed that an insight into how other Faculties intend to schedule and conduct subject reviews within the requirements would be useful before determining how to proceed. The Chair also agreed to raise the concerns expressed at the next FEC Chairs’ meeting.

**ACTION:** School Education Committees to consider and document a possible schedule of course reviews, to be fed into a Faculty Schedule of review.

Faculty Officer and FEC Chair to investigate how other Faculties intend to effectively review their subjects within the 5 year timeframe.

FEC Chair to discuss subject review concerns at next FEC Chair’s meeting.

7. SCHOOL ITEMS

**SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING**

7.1 Subject Revision – ECTE171

Resolved (FEC05/33)

That FEC recommends approval of the subject name revision for ECTE171 from 'Introduction to Signals and Systems' to 'Introduction to Electrical Engineering Systems', effective from 2006.

**SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE**

7.2 Subject Revision – MCS9205

Resolved (FEC05/34)

That FEC recommends approval of the revision to subject content and learning outcomes for MCS9205 – Development Methods and Tools, as outlined in the attachment to the agenda, effective from 2006.

*7.3 Summary of Proposed SITACS Course Revisions*

A/Professor Peter Hyland attended and discussed the proposed revisions to the Bachelor of Computer Science and Masters degree programs, highlighting:

• A curriculum review party was formed to review the degrees, and these discussions are still taking place.

• As fast-tracking will be pursued over the next month, it was agreed to foreshadow the revisions at this FEC meeting.

• Further consultation will take place within the School and the Faculty, and any views and suggestions will be taken into account.
• The Masters revisions include the creation of majors in the Master of Information and Communication Technology and Master of Computer Science and the introduction of 72cp Advanced programs in both areas.

• The aim is to eventually remove other Masters programs, but this will not take place in 2006.

Members from the School of Mathematics and Applied Statistics (SMAS) raised some concerns about the possibility of reverting back to MATH122 in the Bachelor of Computer Science (BCompSc) program. Dr Anne Porter tabled a summary of concerns raised by SMAS staff, and noted:

• MATH122 was specifically designed for the BCompSc, but was not considered to be educationally sound.

• 4 lectures are not enough to cover probability – students may as well just do MATH121 and not cover any statistics content.

• Concerns were also raised about the process of approval, particularly given the previous discussion regarding the Quality Review Framework.

• SMAS have indicated they are happy to accommodate the needs of SITACS, but there is not enough information in the current summary to make a decision.

A motion was put by A/Prof Peter Nickolas expressing support for SITACS in its desire to attract and retain good students, but expressing disquiet at the haste and lack of transparency in the currently proposed course review. The motion was seconded.

In response, A/Professor Hyland and Professor Ogunbona emphasized that the summary provided to FEC members is simply a foreshadowing of the revisions under discussion. More detailed proposals will be provided at a later stage, and further consultation will take place. Certainly, the comments regarding MATH121/MATH122 will be taken into account when formulating the final proposal. It was also highlighted that there were pressures beyond the School accelerating the process.

FEC voted on the above mentioned motion, and the motion was lost.

In response to the recommendations to review the Bachelor of Internet Science and Technology degree, it was agreed that the degree should be one of the first degrees reviewed in 2006 within the Quality Review Framework’s course review guidelines (as discussed at item 6.3).

**ACTION:** BIST degree to be included in the proposed five-year schedule of course reviews, with a review to take place in 2006.
SCHOOL OF MATHEMATICS AND APPLIED STATISTICS

7.4 Subject Handouts

Resolved (FEC05/35)
That FEC supports the introduction of new subject handout documents and related process in the School of Mathematics and Applied Statistics, as outlined in the attachments to the agenda.

8. OTHER BUSINESS

*8.1 University Award Rules

Members noted two small typos requiring revision for consistency.

Resolved (FEC05/36)
That FEC approves the Faculty revisions to the University Award Rules, as outlined in the attachment to the agenda, subject to the revisions noted at the meeting.

*8.2 Review of Grades of Performance

Dr Geoff Trott led discussion, noting that one of the recommendations is the introduction of a technical fail (49) for failure to obtain minimum specified performance. Due to time restrictions, it was agreed that comments should be provided directly to the FEC Chair, as the matter will be discussed at the next FEC Chair’s meeting on 31 August.

*8.3 Submission of Late Assignments

Dr Geoff Trott led discussion, highlighting that the main question is should there be a faculty-wide policy on the submission of late assignments. Members agreed that the only policy, if any, should be that penalties for the submission of late assignments should be clearly specified in the subject outline and must be followed by the subject coordinator.

*8.4 Special Consideration Process

Due to time restrictions, the Sub Dean, Dr Geoff Trott, asked for members to email feedback to him regarding the special consideration process before 2 September 2005.

*8.5 Assessment Audit

Dr Geoff Trott noted that the Faculty will be audited on assessment processes, change of marks and appeals. He will be meeting with audit staff next week to discuss.

9. NEXT MEETING

27 October 2005 Faculty Meeting Room, 39.150A.

A/Prof Fazel Naghdy
Chair