UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS EDUCATION COMMITTEE

Minutes of Meeting 5/06 held at 1.30pm on Thursday 31 August 2006 in the Faculty Meeting Room, Building 39, room 150A.

PRESENT: A/Prof F Naghdy (Chair), Prof S Bouzerdoum, Ms A Meldrum, A/Prof P Nickolas, Ms E Purser, Ms H Tootell, and Mr P Vial.

IN ATTENDANCE: Ms A Panetta.

1. PRELIMINARY BUSINESS
   *1.1 Apologies/Leave of Absence
   Apologies were received from Dr A Porter and Dr A Worthy.

   *1.2 Arrangement of Agenda
   1.2.1 Items 1.1, 1.2, 1.3, 2, 6, 6, 7.5, and 9.1 were starred for discussion.
   1.2.2 A motion to adopt the draft resolutions for the unstarrred items was carried.

   *1.3 Confirmation of the Minutes of the Meeting of 4 July 2006
   The Committee confirmed the minutes of Meeting 4/06 held on 4 July 2006.

   1.4 Business Arising from the Previous Minutes

   *2. REPORT FROM THE CHAIR – VERBAL REPORT

   The Chair’s report encompassed the following:
   • Carrick Institute: In the next round of awards, there will be 26 awards for teaching excellence, valued at $25,000, and one Prime Minister’s award, valued at $50,000. 210 nominees will receive citations for outstanding contribution to teaching and learning, valued at $10,000. The awards are given for different achievements, including sustained contribution to course development, quality assurance, and innovation in teaching and learning.
   • IS/IT review: The IS/IT Review report has been released. The Review panel recommended that Information Systems and Information Technology be merged under one School in the Faculty of Informatics. The implementation of this recommendation will be intensive, with the FEC being heavily involved in the course changes.
   • EdStart: In 2006, 677 awards were given to students. Only 38 Informatics students received awards, the second lowest of all the faculties. This scheme needs to be more heavily promoted to Informatics students next year.
   • Special consideration review: The work has been finalised and is now called Academic Consideration. The focus of Academic Consideration is on students
meeting responsibilities with subject requirements, rather than excusing their
inabilities to manage study commitments. The policy has been circulated to the
wider university for feedback.

3. REPORT FROM CEDIR / LEARNING DEVELOPMENT UNIT

4. REPORT FROM THE LIBRARY – ANNETTE MELDRUM

5. REPORT FROM STUDENT MEMBER – BOB BROWN

*6. PROGRESS REPORTS ON STRATEGIC PLANNING OBJECTIVES

6.1 QUALITY101 Working Party

“Improve learning outcomes and pass rates in first year subjects with high failure rates.”

There was no report received as Dr Anne Porter was not in attendance at the
meeting.

6.2 Tertiary Literacies Integration Working Party

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

Ms Emily Purser advised that the Working Party met on Friday 7 July. Notes
from the meeting were distributed by email and at the meeting for information.

6.3 Dean’s Scholars Program

“Develop Dean’s Scholars Program across Faculty Degrees.”

The Chair advised that Faculty has approved the proposed Dean’s Scholars Program for Informatics in principle. He also advised that he met with the Chair of Academic Senate to discuss the option of implementing the Dean’s Scholars Program as a scholarship. After further investigation, it was discovered that if implemented in this way, the Informatics Dean’s Scholars would not be advertised in the UAC Guide, one of the major publications looked at by Year 12 students.

The Chair proposed that minor amendments be made to specific degrees, to be
determined by the Schools, and implemented in 2008. The Chair agreed to contact the Heads to gauge which degrees should be offered with Dean’s Scholars status.

ACTION: Chair to contact Heads to determine which degrees be targeted as Dean’s Scholars.
7. SCHOOL ITEMS

SCHOOL OF ELECTRICAL, COMPUTER & TELECOMMUNICATIONS ENGINEERING

7.1 Integral Energy Power Quality and Reliability Centre Prize

Resolved FEC06/15:
That FEC recommends that Faculty approve the Integral Energy Power Quality and Reliability Centre Prize, as attached to the agenda.

7.2 Major Amendment – Master of Engineering Studies

Resolved FEC06/16:
That FEC recommends that Faculty:
(a) approve the proposal for major amendment to the Master of Engineering Studies degree, to be introduced in Autumn 2007,
(b) approve the new subjects ECTE906 Advanced Signals and Systems and ECTE933 Embedded Systems, and
(c) forward the proposal to Academic Senate Standing Committee for approval, with a request that the Deputy Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.

SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

7.3 Revision of Pre-requisite – CSCI204

Resolved FEC06/17:
That FEC recommends approval of the following revised pre-requisite for CSCI204 – Object Programming and Frameworks, effective from 2007:
“CSCI 121 or CSCI124 or CSCI192”.

7.4 Revision of Pre-requisite – CSCI231

Resolved FEC06/18:
That FEC recommends approval of the following revised pre-requisite for CSCI231 – Operating Systems, effective from 2007:
“CSCI 121 or CSCI124 or CSCI192”.

*7.5 Revision of Pre-requisite – CSCI318

Professor Salim Bouzerdoum requested clarification on whether if a student has completed ECTE250 but no other programming subjects, would he/she be able to cope with the programming requirements of the subject CSCI318.

A suggestion was made to change the pre-requisite from “CSCI222 or ECTE250” to “CSCI222 and ECTE250”.

Action: Secretary to liaise with SITACS to clarify.
(Discussions between SITACS and SECTE took place after the meeting and it was agreed to amend the pre-requisite for CSCI318 as follows:

“(CSCI191 or CSCI192) and ECTE250”

Resolved FEC06/19:
That FEC recommends approval of the following revised pre-requisite for CSCI318 – Software Engineering Practices & Principles, effective from 2007:

“(CSCI191 or CSCI192) and ECTE250”

SCHOOL OF MATHEMATICS AND APPLIED STATISTICS

There were no items from SMAS.

8 ITEMS FOR DISCUSSION AND FEEDBACK

*8.1 BIST Review Terms of Reference

The Chair advised that the membership of the BIST Review Committee has been finalised. A working group, BIST Curriculum Working Group, is to be established to advise the Review Committee, as there is no School to take responsibility for the BIST degree. The working group will be chaired by Dr Annette Worthy, with a representative from each School.

The timeline for the review is outlined in the terms of reference. A member queried whether the timeframe would be sufficient to allow the work to be carried out. The Chair advised that the working group will be collecting and compiling various information regarding the BIST degree, as defined in the terms of reference. Due to the limited scope of the review, the amount of required data will not be extensive. Some information has already been collected, which will be passed on to the working group. The Committee discussed the option of obtaining administrative staff to assist with the review if the workload proves excessive.

A memo outlining the membership of the Review Committee will be drafted and sent to the Deputy Vice-Chancellor (Academic) for approval.

*8.2 Subject Outline Checklists

The Committee discussed the implementation of a standard subject outline checklist for the Faculty. Each School’s checklist was attached to the agenda for noting.

A suggestion was made to stipulate a minimum number of points for the checklists, with the option for Schools to add their own extra points.

A working group was established to look at the checklists and develop a draft, which will then be circulated to Schools for feedback. The membership of the group was determined as follows: A/Prof Fazel Naghdy, Ms Holly Tootell, Ms Emily Purser, Mr Peter Vial and Dr Anne Porter.

Action: Secretary to coordinate a meeting within the next week for the working group.
The following two items were combined in the discussion.

*8.3 Subject Proposal Forms  
*8.4 The role of the Tertiary Literacies Integration Working Party

Ms Emily Purser raised the issue of the Schools completing subject proposal forms without consultation with the support units (Library, Learning Development and CEDIR). She informed that one of the issues is that the learning outcomes/tertiary literacies outcomes are not thought through before being listed in the subject proposal forms, with there often being too many listed for the individual subject. She advised that more meaningful outcomes wording needs to be used.

The Committee discussed the issues and recommended that the Schools be advised to liaise with the support units from the early stages of the subject development.

**Action:** Secretary to draft memo to the Schools.

*8.5 Language Issues

This item was related to the above two items.

9. OTHER BUSINESS

10. NEXT MEETING

The next meeting is scheduled for Thursday 26 October.

The meeting closed at 2.40pm.

______________________________________________
Angelina Panetta  
Secretary  
11 September 2006