UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS RESEARCH COMMITTEE

Minutes of Meeting 4/05 held at 1:30pm on Thursday, 18th August 2005 in the Faculty Meeting Room, Building 39, room 150A.

PRESENT: Prof D Steel (Chair), Prof S Bouzerdoum, Mr T Coltman, Dr G Cox, Prof E Dutkiewicz, Prof J Fulcher, Mr A Krishna, A/Prof T Marchant, A/Prof F Naghdy, Prof S Pyne (external member) and A/Prof M Zhang.

IN ATTENDANCE: Ms K Sheridan.
Ms A Meldrum and Ms Lucia Tome attended for the duration of Item 3 only.

1. PRELIMINARY BUSINESS

1.1 Apologies/Leave of Absence

Apologies were received from: Prof R Safavi-Naini, who was replaced by Prof E Dutkiewicz.

1.2 Confirmation of Minutes for the Meeting of 23 June 2005

The minutes of the meeting held on 23 June 2005 were confirmed.

1.3 Business Arising from Previous Meeting

There was no business arising.

2. REPORT FROM CHAIR – VERBAL REPORT

The Chair reported that Professor Salim Bouzerdoum has agreed to accept the position of FRC Deputy Chair.

3. HDR STUDENT INFORMATION LITERACY TRAINING NEEDS

Ms Lucia Tome, Research Training Librarian, and Ms Annette Meldrum, Informatics Faculty Librarian, attended to highlight the need for postgraduate information literacy training and the services available. Three handouts were provided regarding library services for researchers, citations and the ResearchRepository database.

Currently, postgraduate research students only receive assistance if they make a time to meet with the Faculty Librarian, Annette Meldrum. The Library is willing to put together a training package for students, based on the needs identified by the Faculty, research groups and the students themselves.

It was agreed that the Library should liaise with Heads of Postgraduate studies (or equivalent) in each School to organise training in October.
4. **RANKING OF URC SMALL GRANT APPLICATIONS 2006**

The Chair welcomed the external member from the Faculty of Science, Professor Stephen Pyne, and outlined the agreed process for ranking, as follows:

- Each application will be discussed for approximately 5-10 minutes, considering the assessment criteria, recommended $ and highlighting good points and areas for improvement.
- As required by the guidelines, any member who is an applicant or who has a conflict of interest will leave the room during the discussion of relevant applications so that they do not participate in the consideration or ranking of their own proposal.
- The student member will observe the proceedings, but will not partake in the ranking of applications.
- At the end of the meeting, members will be given the opportunity to revise their individual rankings before submission to the Associate Dean (Research).
- After the meeting, the individual rankings will be averaged, taking into account any conflict of interest matters.
- The Associate Dean (Research) may choose to make any adjustments to the averaged ranking, taking into account FRC discussion.
- The final ranking and recommended $ will be forwarded to FRC members via email, providing FRC members with the opportunity to discuss the matter electronically before the final decision is made and submitted to the Research Services Office.

The Chair noted that the Faculty had $44,335 to allocate, with the likelihood of at least one application to be funded from the central pool of $90,000.

The Committee briefly discussed the criteria for the scheme, and then discussed each application in turn.

Where conflict of interest arose, the relevant members left the room for the duration of the discussion of that application.

Relevant comments were noted at the meeting and later synthesized for inclusion on the application coversheets for submission to the Research Services Office.

After considering the applications, the Committee agreed that 5 applications should be funded from the Faculty allocation.

At the end of the meeting, members were given the opportunity to revise rankings and make $ recommendations before submission to the Associate Dean (Research).

5. **OTHER BUSINESS**

There was no other business.

6. **NEXT MEETING**

**Thursday 6 October, 2005**  
Faculty Meeting Room, Building 39/105A

Professor David Steel  
Chair